

Delivering care through collaboration

**NHS Golden Jubilee**

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

[www.nhsgoldenjubilee.co.uk](http://www.nhsgoldenjubilee.co.uk)



Chair: Susan Douglas-Scott CBE

Chief Executive: Gordon James

Recruitment line: 0800 0283 666

Dear Candidate,

**POST: Charge Nurse - CCU**

**HOURS: 37**

**BAND: 6**

**SALARY: £41,608 - £50,702**

**CLOSING DATE: 6<sup>th</sup> June 2025**

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **three years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Swinyard', written over a light blue horizontal line.

Gabriella Swinyard  
Senior Recruitment Advisor

## NHS Golden Jubilee

### General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
- The contents of this package are as follows:
  - Job Description/Person Specification
  - Terms and Conditions of Service
  - Information on Agenda for Change
- The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- NHS Golden Jubilee operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two years' satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System.
- The shortlisting process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- We are committed to ensuring our recruitment process is inclusive and accessible to all. If you have a disability or long-term health condition (for example: dyslexia, anxiety, autism, a mobility condition or sensory impairment) and need us to make any adjustments, changes or do anything differently during the recruitment process, please let us know by contacting our recruitment team at the earliest opportunity.

**Email us at [recruitment@gjnh.scot.nhs.uk](mailto:recruitment@gjnh.scot.nhs.uk)**

#### **How we can help you**

Below are some examples of how we can support potential new employees through the recruitment and interview process:

- Where a post closes earlier than the originally published deadline, granting an extension for application submission up to the normal application deadline.
- Holding interviews specific to individual circumstances, e.g. arranging alternative formats and locations for interview where appropriate – such as via a video call.

- We can offer a named contact person for reasonable adjustments and a dedicated email contact.

If you would like to discuss accessibility adaptations for the recruitment application process and interview we are happy to discuss what support you require.

**Please note:** requests should be made at the earliest opportunity to ensure tailored support can be provided.

- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
  - Valuing dignity and respect
  - A “can do” attitude
  - Leading commitment to quality
  - Understanding our responsibilities
  - Effectively working together

### Person Specification

|                   |                         |
|-------------------|-------------------------|
| <b>JOB TITLE:</b> | <b>Charge Nurse CCU</b> |
|-------------------|-------------------------|

Listed below are the key requirements needed to perform this job, candidates will be assessed against these criteria throughout the selection process. NB – Any criteria in the “Essential” box must apply to all candidates. You must stipulate at which stage of the selection criteria will be assessed, i.e. Application Form (AF) or Selection Process (SP)

**Candidates who do not demonstrate in their application that they meet all of the Essential Criteria highlighted as being assessed at AF stage will not be shortlisted so please ensure your application clearly indicates that you meet all of the relevant criteria.**

|                       | Essential Criteria   |   | Desirable Criteria   |         |
|-----------------------|--|---|--|---------|
|                       | Criteria   | AF / SP   | Criteria   | AF / SP |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>1st Level Registered</li> <li>Evidence of professional development</li> <li>Proven leadership skills</li> <li>Educated to degree level</li> <li>Mentorship/preceptorship qualification</li> </ul>   | AF/SP<br><br>AF/SP<br><br>AF/SP<br><br>AF/SP<br><br>AF/SP | <ul style="list-style-type: none"> <li>Specialist nursing qualification</li> </ul> | AF/SP   |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>The Skills &amp; Competencies associated with extensive post registration experience</li> <li>The Skills and competencies associated with extensive staffing experience within acute cardiology setting, of which the most recent experience should be</li> </ul> | AF/SP<br><br>AF/SP  | <ul style="list-style-type: none"> <li>Previous managerial experience</li> </ul>   | AF/SP   |

|                             | Essential Criteria  |   | Desirable Criteria   |  |
|-----------------------------|---|---|--|--|
|                             | Criteria  | AF / SP   | Criteria   | AF / SP  |
|                             | within a Cardiology setting   |   |  |  |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>Expert practitioner within the field of cardiology nursing</li> <li>Sound knowledge of acute cardiology medical management</li> <li>Experience with quality improvements initiatives</li> <li>A level of English language competency and communication skills necessary to perform this role safely and effectively</li> </ul> | <p>AF/SP</p> <p>AF/SP</p> <p>AF/SP</p> <p>AF/SP</p>                     | <ul style="list-style-type: none"> <li>Experience in Research/Audit</li> <li>Evidence of leadership in an area of quality improvement</li> <li>Experience in implementing orientation/ teaching packages</li> <li>Staff management <ul style="list-style-type: none"> <li>Budget management</li> </ul> </li> </ul> | <p>AF/SP</p> <p>AF/SP</p> <p>AF/SP</p> <p>AF/SP</p> <p>AF/SP</p> |
| <b>Personal Attributes</b>  | <ul style="list-style-type: none"> <li>Innovative</li> <li>Enthusiastic</li> <li>Demonstrate leadership ability</li> <li>Calm under pressure</li> <li>Must regard the patient and family as partners in care</li> <li>Willing to take on new concepts readily</li> </ul>  | <p>SP</p> <p>SP</p> <p>AF/SP</p> <p>AF/SP</p> <p>AF/SP</p> <p>AF/SP</p> |  |  |
| <b>Other Requirements</b>   | <ul style="list-style-type: none"> <li>Multidisciplinary Team player</li> <li>Clearly demonstrates a passion for acute cardiology nursing practice and development</li> </ul>   | <p>SP</p> <p>SP</p>   |  |  |

## Job Description

### 1. JOB IDENTIFICATION

**Job Title: Charge Nurse**

**Department(s): Interventional Cardiology/CCU**

**Job Reference number**

### JOB PURPOSE

- To work within the nursing and multi-professional team to ensure a high standard of care to a defined patient group
- Competently perform the necessary technical/invasive/physical aspects of care for this defined patient group
- Requires specialist knowledge and skills to manage acutely/non-acutely ill patients in unpredictable clinical situations that require immediate response and decision making skills

### 2. ORGANISATIONAL POSITION

Nurse Director  
Head of Nursing  
Clinical Nurse Manager, Interventional Cardiology  
Senior Charge Nurse  
**B6 Charge Nurses**  
Band 5 Registered Nurse  
Nursing Assistants

### 3. SCOPE AND RANGE

- Participates in the setting, implementation and evaluation of standards of nursing practice
- Required to supervise qualified and unqualified staff
- No direct budgetary responsibilities, but will be mindful of best use of limited resources
- Ensure effective day to day management of other resources including supplies, pharmacy and equipment
- Responsible to the Senior Charge Nurse for clinical guidance, professional management work review and formal appraisal of performance
- Manage the multidisciplinary team including doctors, consultants, and physiotherapists and visiting medical and paramedical staff on a day to day basis

- Provide advanced nursing skills and management of patients with cardio-respiratory, renal and other co morbidities, with continuous extension of scope of practice into areas traditionally held by junior doctors
- Supports the Clinical Educator in the education of junior/new staff in the Clinical area

#### **4. MAIN DUTIES/RESPONSIBILITIES**

##### **Clinical**

- To assess patient needs, plan/implement and evaluate a programme of care which is evidence based utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others
- Maintain patient records in line with NMC guidelines for records and record keeping
- The post holder possesses an advanced level of knowledge, nursing and interpretive skills, decision making and clinical judgement skills that are necessary to organise and deliver highly specialised and complex care to the critically ill patients
- Advanced Life Support Trained
- Ensure Clinical incidents are recorded via datix system and highlighted via the appropriate Governance structures
- Provide nurse led autonomous practices within agreed local protocols and guidelines, anticoagulation therapy, manual defibrillation. ECG interpretation, diagnosis and medical management. All carried out on a daily basis
- Cardiovascular management including continuous cardiac monitoring, venepuncture, venous cannulation, carried out on a daily basis
- Managing the peri-arrest, cardiac arrest & post arrest situations, daily potential, infrequent occurrence
- Assist with temporary pacemaker insertion, electrical cardioversion, trans oesophageal echo as required
- Respiratory care including preparing and assisting with intubation and extubation, airway maintenance, suction, CPAP, carried out in the emergency situation
- Interpretation and management of laboratory blood results on a daily basis and more frequently as required
- Admission of patients directly into unit and clinically assessing in the absence of medical staff and initiating investigations such as venepuncture and cannulation, X ray, ECG and drug therapy within locally agreed protocols and guidelines on a daily basis
- Adhere to the unit protocol for removal of femoral and venous sheaths on return to the ward following Cath lab. intervention

##### **Professional**

- Practice within the legal & Ethical framework as established by Nursing Midwifery Council and National Legislation to ensure patient interests and wellbeing are met
- Work within the National Health Service (NHS), Golden Jubilee Health & Safety Legislation, Policy, Guidelines and Procedures
- Empower patients to take responsibility for their health, well-being and future lifestyle by practising in an open transparent and inclusive manner, thereby ensuring patients have the relevant information to participate in decisions about their care
- Develop, support and share best practice within clinical areas
- Supporting and teaching the care of the critically ill patient

- Maintain patient records in line with NMC guidelines for records and record keeping

### Education and Research/Audit

- Contribute to the provision of an appropriate learning environment in line with NES Quality Placement Standards
- Contribute to the clinical appraisal of pre-registration nurses
- Demonstrate own professional development
- Support the implementation of research and clinical audit where appropriate
- Support/implement a ward based orientation and education programme for new and existing staff
- Support/implement a training and development plan in line with directorate objectives encompassing PREPP requirements
- Support role in the use of audit tools at a local and national level to collate information that is essential for national benchmarking purposes e.g. SIGN guidelines, secondary prevention, NICE guidelines, and scoring tools
- Support role in the application of corporate policies taking cognisance of the complex and special nature of the acute care environment, including the frequency of exposure to special risks associated with radiography screening, moving and handling, infection control, technology, body fluids and health and safety. e.g. use of defibrillator

### Organisational/Managerial

- Organise own time and that of junior staff and learners
- Lead and develop the nurses in the team
- Share personal objectives with staff and participate in the appraisal and setting of personal development plans for staff
- Ensures effective day-to-day management of other resources including stores supplies pharmacy and maintenance of equipment

## **5. SYSTEMS AND EQUIPMENT**

- Must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees
- The post holder is responsible for inputting information into electronic patient record where applicable and also into patients written records
- They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records
- Use of medical devices and all other equipment used in their clinical environment
- Ability to maximise the use of Information Technology to benefit personal development and patient care
- **Cardiovascular:** manual defibrillators with external pacing and transport defibrillator, continuous cardiac bedside monitors, 12 lead ECG, continuous cardiac output monitor, Trans oesophageal Echocardiograph, cardiac ultrasound, temporary cardiac pacemakers, central monitoring consul plus consul for numerous external telemetry. ECG Fax machine receiving ECGs from various sources and providing advice and guidance on these, IABP monitoring equipment. arterial femoral clamp/Femostop/Radistop/TR Band
- **Respiratory management:** Continuous Spo2 monitoring

- **Haemodynamic monitoring:** Non-invasive blood pressure monitoring, continuous cardiac monitoring, pulse oximetry, IABP
- **Fluid, electrolyte and drug management systems:** syringe drivers, volumetric infusion pumps, fluid and blood warming equipment
- **Miscellaneous:** electronic/ specialist beds, blood glucose monitor and enteral feeding pumps

## 6. DECISIONS AND JUDGEMENTS

- Uses own initiative and acts independently within the bounds of existing knowledge and skills. Has access to a supervisor on an ongoing process
- Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner
- Exercises the ability to challenge any interaction, which fails to deliver a quality service to external and internal customers
- Performance is monitored on an ongoing basis and is appraised annually

## 7. COMMUNICATIONS AND RELATIONSHIPS

- Engage in effective communication with patients, relatives and visitors
- Effective verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical area
- Complex, highly sensitive and contentious communications with the critically ill patient whose clinical condition and / or drug therapies affect their ability to perceive and understand their surroundings and conditions
- Complex, highly sensitive and contentious communications with vulnerable relatives
- This vulnerability affects their perception and understanding of the situation. This also includes a variety of vulnerable age groups, learning disabilities and ethnic groups who have to be informed of complex nursing and medical issues
- Contribute to a supportive environment in the interest of staff morale
- Develop external professional networks which promotes both the profession and the organisation

## 8. PHYSICAL DEMANDS OF THE JOB

- Moving and handling of patients from self-caring to total dependence
- Moving and handling of ward equipment
- Walks/ stands for most of the shift
- Moving and handling of patients from self-caring to those who are totally dependent for all aspects of care, requiring advanced technical support and nursing/medical interventions
- Rotation from day to night duty (0%-60% of the working year) to provide the appropriate skill mix of staff over the 24 hour period
- Frequent environmental changes including humidity, temperature

## 9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- To perform mentally challenging tasks whilst being constantly interrupted by outside influences such as other staff members from other staff members, relatives and the phone

- Achieving a balance between the demands of direct patient care within existing resources
- Communicating and supporting distressed/anxious/worried relatives /patients/colleagues
- Dealing with verbally abusive patients and members of the public
- Leading, developing and motivating a team in a challenging clinical environment and ensuring junior medical input is appropriate and timely
- Managing manpower and staffing levels, striving to maintain safe skill mix, staff numbers on a daily basis and ensuring patient care is not compromised
- 24 hour bed management and creating beds for emergency and elective admissions due to the high demand for cardiac beds on a daily basis

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

- 1st Level Registered Nurse with extensive post registration experience
- Evidence of further relevant study
- Interventional cardiology experience essential
- Ability to fulfil criteria outlined in the job description
- In addition to the aforementioned knowledge, training and experience required to do the job the post holder provides a variety of expanded role that are essential for the post and are stated below:
  - Drug administration and management, expert knowledge in the use of all cardiac & inotropic drugs, knowledge of anticoagulation protocols within local guidelines. All carried out on a daily basis
  - Cardiovascular management including continuous cardiac monitoring, venepuncture, venous cannulation, interpretation of invasive monitoring, 12 lead ECG interpretation and acting upon results, managing the peri-arrest, cardiac arrest & post arrest situations
  - Respiratory care including preparing and assisting with intubation and in the elective and emergency situation, CPAP, airway maintenance, suction, carried out on an unpredictable frequency
  - Renal management including interpretation of laboratory results and renal replacement therapy

**11.JOB DESCRIPTION AGREEMENT**

**Job Holder’s Signature:**

**Date:**

**Clinical Nurse Manager/Nurse Director Signature:**

**Date:**

## **NHS Golden Jubilee Terms and Conditions of Service**

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

### **1. Superannuation**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

### **2. Salary**

£41,608 - £50,702 per annum

### **3. Grade**

This post is offered at Band 6

### **4. Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

### **5. Hours of Duty**

37 hours per week

### **6. Tenure of Employment**

This post is offered on a Fixed Term / Secondment basis for 6 months

### **7. Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

## **NHS Golden Jubilee Benefits**

### **NHS Superannuation scheme:**

Employees' contributions to the NHS Scheme range from 5.7% to 13.7% of salary (depending on rate of Pensionable Pay) and the employer's contribution currently equates to 20.9% of salary.

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.7% to 13.7% depending on annual pensionable pay. Benefits include a pension when you retire, death in service benefits of 2 years' pay, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

### **Annual leave entitlement (including public holidays):**

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

### **Free car parking**

### **Continuing professional development opportunities**

#### **Discounts at the Golden Jubilee Conference Hotel**

- **Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.
- **Discounted Room Rates** - Rooms rates discounted subject to specific conditions
- **Discounted Dining** - 20% off food and beverage when dining in the hotel.
- **Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

### **NHS Staff Benefits**

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis.