

## Recruitment Person Specification

The aim of this form is to record the criteria applicants need to meet to qualify for appointment to the vacant post. It must be completed before the recruitment process begins and must reflect the job description for the post.

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> <li>1<sup>st</sup>/2<sup>n</sup> level registration</li> <li>Educated to Degree Level or equivalent evidenced experience.</li> <li>ILS certification</li> <li>Extensive Clinical Experience</li> </ul>	<p>Master's Degree Level</p> <p>Non-medical prescribing qualification</p>
Experience	<ul style="list-style-type: none"> <li>The skills and competencies associated with post registration experience with the ability to understand the need to practice within the Legal &amp; Ethical framework as established by Nursing &amp; Midwifery Council (NMC) and National Legislation to ensure patient safety, confidentiality, interests and well-being.</li> <li>Significant experience working in the speciality of Acute Post-Operative Pain Management</li> <li></li> </ul>	<p>Experience in General Acute and Chronic Post-Operative Pain Management</p> <p>Experience in administration of Local Anaesthetic Bolus Top-ups</p> <p>Presentation skills for informal &amp; formal education settings.</p>
Skills/Knowledge	<ul style="list-style-type: none"> <li>Evidence of professional development</li> <li>Related Pain Management qualification or able to demonstrate equivalent experience.</li> </ul>	
Additional job requirements Eg. car driver, unsocial hours	<ul style="list-style-type: none"> <li>Is flexible with shift patterns, willing to work unsocial hours including weekends on a rota basis</li> </ul>	
Any other additional information	<ul style="list-style-type: none"> <li>Take responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for safe effective practice ensuring a high standard of patient care is met.</li> </ul>	

**JOB DESCRIPTION –**

**1. JOB IDENTIFICATION**

**Job Title: Acute Pain Nurse Co-ordinator**

**Department(s): Acute Pain Service**

**Job Holder Reference: 53284**

**No of Job Holders: 1**

**2. JOB PURPOSE**

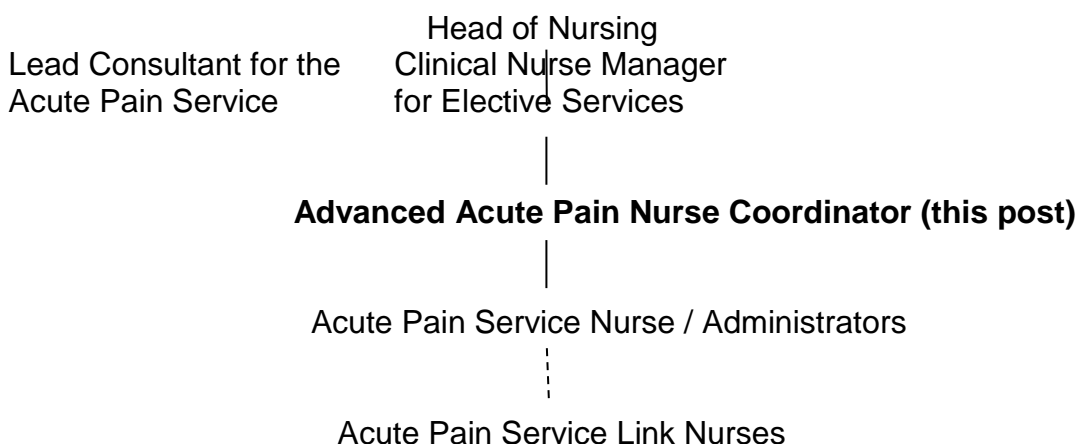
The post holder will be expected to function as an independent practitioner by virtue of extensive knowledge and experience.

Is accountable for practice within clinical specialist area of acute pain management and is able to provide expert advice during normal working hours.

The post holder will initiate and lead /manage projects, which will deliver enhanced patient care and inform best practice statements. Participates in organisational committees.

Responsible for the co-ordination and development of an efficient and effective patient focused multi-disciplinary Acute Pain Service. To facilitate a team approach to the planning, implementation and evaluation of individual simple and complex pain control, during the initial post-operative period.

**3. ORGANISATIONAL POSITION**



#### 4. SCOPE AND RANGE

The post holder is first line manager for an allocated Nursing / Administration team within the APS and has responsibility to cover for colleagues during periods of absence and when required

The post holder will;

- Ensure that standards of practice are maintained, reviewed and continuously developed and that staff deliver safe, effective, patient-centred, efficient, timely and equitable care within their scope of practice as part of the healthcare team.
- Ensure the professional development and line management of the Nursing/ Administration team which encompasses both registered and support staff.
- Create an environment in which effective learning can take place.
- Co-ordinate the involvement of the multidisciplinary team within designated areas.

The post holder will be a clinical expert within the field of Acute and Acute on Chronic Pain Management and by virtue of their expert knowledge will be a resource within the APS and wider hospital.

The post holder will provide specific expert knowledge underpinning their clinical competence, and are able make complex decisions using specialised clinical judgement without ongoing supervision.

Reviews staffing allocations in relation to patient analgesic requirements, makes recommendations to Senior Charge Nurses / Clinical Educators in each clinical area on training and resource requirements through frequent review of workload projection to establish effective resource planning.

Has responsibility to ensure adequate cover for the APS Nursing requirements for the projected patient workload.

The post holder has no direct budgetary responsibility although they will have a responsibility for the delivery of cost effective care and appropriate staffing utilisation.

Demonstrate an understanding of the clinical budget and its impact in the planning of patient care. Has a lead role in the Infusion Device Committee for future planning, education, and implementation of infusion devices within the organisation.

Advises Nurse Manager on capital equipment requirements for acute pain management, including upgrades on current equipment.

Liaises with the Lead Consultant of the Acute Pain Service with regard to service delivery.

Indirect reports Link Nurses for the Acute Pain Steering Group.

Has a professional and operational reporting line to Clinical Nurse Manager for Elective Services Inpatients and responsibility to maintain an operational link with Clinical Nurse Managers in all other Clinical areas.

#### 5. MAIN DUTIES/RESPONSIBILITIES

## **NURSING PROCESS**

Assess patient needs and evaluate a programme of care which is evidence based and involves the patient, family, carers and significant others.

Implements appropriate changes to patient care in relation to the APS Policies and procedures.

Creates a culture where clinical nursing practice is proactive and responsive to changing health care needs of the patient.

Consult with members of the multidisciplinary team to achieve optimum individual patient pain relief.

To support nursing staff within the ward area ensuring that patients' needs are assessed, planned, implemented and evaluated and that there is consultation and involvement of patient/carers with regard to acute pain management.

Will participate in supporting the education of nursing teams to achieve Pain Management competency.

Provides a nurse led "Bolus Epidural Injection Top-up" service.

Identification and sourcing of necessary resources to ensure patient receives the planned care. Plans special requirements for non-routine procedures.

Advises Nurse Manager of equipment loans and special supplies required highlighting budget implications.

## **LEGAL & ETHICAL**

Practice within the legal and ethical framework as established by the Nursing Midwifery Council and national legislation to ensure the patients interests and wellbeing are met.

Work within the NHS special health board Golden Jubilee and H&S Executive legislation guidelines and procedures.

Empowering patients to take responsibility for their health, wellbeing and future lifestyle by practising in an open and transparent manner thereby ensuring patients have the relevant information to participate in decisions about their care.

Responsibility for reviewing and developing new policies and procedures related to the APS service.

Responsible for ensuring that their team adhere to the mentioned policies and escalate variances of other teams to appropriate managers

## **HEALTH & SAFETY**

Duty of care is exercised, responsible for promoting a safe working environment.

Identifies malfunctioning equipment and makes provision (contingency) for planned workload in discussion with Medical Physics and the Department of Peri-operative Medicine.

Advises on the introduction of new procedures, substances and equipment, which may have regulation requirements. (i.e. introduction of new Drug Therapies, new Regional Anaesthetic Techniques or new Infusion Devices).

## **LEADERSHIP & MANAGEMENT**

Lead in planning, priority setting and decision making to ensure referred patient's needs are met in relation to pain control.

Be a role model for the nursing team by representing the values and beliefs of the nursing profession as well as that of the organisation.

Initiate and lead in the development and implementation of clinical audits and subsequent improvements in order to measure and enhance individual and team performance.

Provide encouragement and motivation to the nursing team, and medical colleagues.

Induct all new nursing staff and medical staff into the management of postoperative pain.

Participate in and establish clinical supervision for clinical staff.

Take account of the role, skills and competence of staff when delegating work.

Demonstrate the ability to function competently both as a leader and member of the multi-disciplinary team and understand and acknowledge the role and function of other members of the team.

Demonstrate clear understanding of organisational goals.

Demonstrate a systematic, flexible and innovative approach to problem solving and implement decisions.

Participate in the recruitment and selection process.

Demonstrate an understanding of equal opportunity policies and organisational recruitment policies.

Promotion of a positive working environment and a service orientated approach to work.

Utilises leadership skills to influence and facilitate change in all clinical areas relating to the Acute Pain Service and the organisation.

Motivates self and others to achieve APS and organisational goals. Set goals using a performance work plan.

Assists with long term planning of APS structure as requested by Lead Consultant Anaesthetist and Clinical Nurse Managers Group.

## **CLINICAL GOVERNANCE**

Access, appraise and critically apply the evidence base for Clinical Practice.

Take responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for safe and effective practice.

Maintain a record of professional development.

Involvement in the initiation, supervision and evaluation of acute pain research projects and clinical audit where appropriate.

Select and implement evidence based Nursing Interventions to meet the individual needs of patients using National Guidance and Standards as produced by Quality Improvement Scotland Health Improvement Scotland and in line with Strategy for Nursing.

Initiate, supervise and implement the findings from acute pain research and clinical audit where appropriate.

Lead on patient data collection, thus enabling research based practice.

Deliver formal and informal APS teaching sessions organisationally wide and educational support for patients, relatives and colleagues.

Create a positive training and learning environment.

Enable individual practitioner to develop knowledge and competence and assume responsibility for their own practice through the provision of teaching, guidance and clinical supervision.

Ability to participate in organisational wide committee meetings as designated by Clinical Nurse Manager .

Utilise appropriate risk assessment tools in order to identify actual and potential adverse events and implement appropriate interventions including essential remedial action required.

Act on complaints and practice improvement in line with NHS Golden Jubilee complaints policy.

Assists with investigations and fact collection in adverse incidents, complete report on findings and feeds back to relevant committees on required actions.

Demonstrates a sound knowledge of person centred care in line with the Nursing Strategy.

Participates and supports the implementation of clinical governance within the clinical setting.

## **6. SYSTEMS AND EQUIPMENT**

Telephone and Pager system.

The post holder is responsible for inputting information into the clinical information system and also into patient's written medical records. They will comply with the Data Protection

Act, Caldicott Report and local policies regarding confidentiality and access to medical records.

They also have a responsibility to ensure that clinical staff are adhering to the APS policies.

Ability to access e-mail using outlook express.

Ability and skills to use TURAS, eESS, Jobtrain, MS Teams.

Ability to access intranet for organisational policies and procedures.

Ability to access internet.

Working knowledge of office systems.

Use and training of nursing and medical staff in the use of sophisticated medical equipment i.e specialised pumps and other devices dedicated to Acute Pain Management.

Use of manual handling equipment.

## **7. DECISIONS AND JUDGEMENTS**

Functions autonomously in clinical practice.

Works in partnership with patients particularly those with Acute and Acute on Chronic pain Conditions.

Has ability to anticipate, by using expert knowledge, changes in patient's conditions and implement the appropriate actions required.

Has the ability to challenge decisions made by others in the best interest of the patient.

Adopt the concept of person centred care and develop it within the acute pain service and multi-disciplinary team and challenge any interaction, which fails to deliver a quality service to internal and external customers.

Give constructive feedback on performance directly and sensitively in a timely manner.

The ability to respond to complex/demanding patient situations, both clinically and administratively.

Makes daily judgements independently as to the staffing levels required and patient flow in accordance to workload requirements.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

Engages in effective communication with patients, relatives and visitors.

Provides support, empathy and reassurance in the delivery of patient care.

The post holder will deliver support to clinical/ team leaders within the organisation.

They will be required to deliver both formal and informal teaching sessions organisation wide and support others in providing education for patients, relatives and colleagues.

Be able to communicate at all levels throughout the organisation effectively, in a clear concise manner.

Able to work closely with colleagues across referral trust, including GP's and Chronic Pain Teams looking at standardisation of practices as deemed appropriate by the Multidisciplinary team.

The post holder has a responsibility for supporting their team and maintaining morale with the APS Nursing Team.

## 9. PHYSICAL DEMANDS OF THE JOB

### Physical Skills

Administration and management of intravenous and regional local anaesthetic infusion therapies.

Dexterity and accuracy in altering parameters on specialist equipment.

#### Physical Demands

Working with patients within confined areas.

**Frequent positioning of patients both, conscious or unconscious. Handling confused and agitated patients.**

Participating in resuscitation attempts.

Moving and Handling in line with Manual Handling Regulations.

#### Mental Demands

**Concentration required when checking, documents/case-notes and calculating drug dosages while subject to frequent interruptions from patient/relatives/team members.**

**Concentration required when observing patient conditions/behaviours that may be unpredictable.**

Ability to rapidly respond to critical changes in patient's condition.

#### Emotional Demands

Communicating with distressed, anxious, worried patients/relatives.

Caring for patients during and immediately after receipt of bad news (occasionally).

Communicating with different personalities within the multidisciplinary team in order to enable effective patient management.

Occasional exposure to verbal aggression.

### Working Conditions

Occasional Exposure to body fluids, faeces.



Unpredictable break patterns.  
Required to cover on flexi shifts, Including weekends.

Support the existing services within a newly developing infrastructure.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Having the ability and experience to challenge decisions made by members of the multidisciplinary team to ensure the best interests of the patient.

To challenge anti-social behaviour demonstrated by patient's relatives and staff.

To support performance issues in a positive and constructive manner.

Utilising time management skills to balance the administrative and clinical duties.

Working as an individual practitioner, organising cover in the absence of having a core nursing team with in the APS.

Managing team projects and developing staff.

Managing situations where there is a lack of communication between medical disciplines related to pain management with regard to patient care.

Ensuring the APS standards are disseminated across the multi-disciplinary team and the subsequent auditing of individual medical and nursing practice.

Dealing with situations that arise for which the post holder has limited experience/Knowledge.

## **11. EDUCATION, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Master's degree or equivalent professional knowledge gained through specialist training and experience.

Highly developed specialist knowledge of Acute Post-Operative Pain Management, underpinned by theory and experience.

Highly developed interpersonal, communication and management skills.

Experienced in working effectively within a multi-disciplinary team.

Experienced in demonstrating competence in main duties outlined in the job description.

Evidence of continual professional development.

<b>12. JOB DESCRIPTION AGREEMENT</b>	
<p>A separate job description will need to be signed off by each jobholder to whom the job description applies.</p> <p><b>Job Holder's Signature:</b></p>  <p><b>Head of Department Signature:</b></p>	<p><b>Date:</b></p>    <p><b>Date:</b></p>

# 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: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

### **POST: Acute Pain Nurse Co-Ordinator**

**HOURS: 37.5 per week**

**CLOSING DATE: 28 July 2021**

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 **two 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  
Recruitment Assistant

## **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 (NHSGJ).
- The contents of this package are as follows:-
  - Job Description/person specification
  - Terms and Conditions of Service
  - Application Form
  - Equal Opportunities Monitoring Form
  - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- NHSGJ 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 year's 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 short listing 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.
- 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

# **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 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**

£40,872 to £47,846 per annum

### **3. Grade**

This post is offered at Band 7.

### **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**

37.5 Hours per week

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

This post is offered on a permanent basis

### **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:**

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 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, 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 £30 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.