

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Band 5 Registered Nurse</b>
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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)

	Essential Criteria		Desirable Criteria	
	Criteria	AF / SP	Criteria	AF / SP
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>1<sup>st</sup>/2<sup>n</sup> level registration</li> </ul>	AF	<ul style="list-style-type: none"> <li>ILS certification</li> </ul>	SP
<b>Experience</b>	<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> </ul>	AF	<ul style="list-style-type: none"> <li>Previous nursing experience within an acute healthcare setting</li> </ul>	AF
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Evidence of professional development</li> </ul>	AF/SP		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Is flexible with shift patterns, willing to work unsocial hours including night duty and weekends if required</li> </ul>	SP		
<b>Other Requirements</b>	<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>	SP		

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

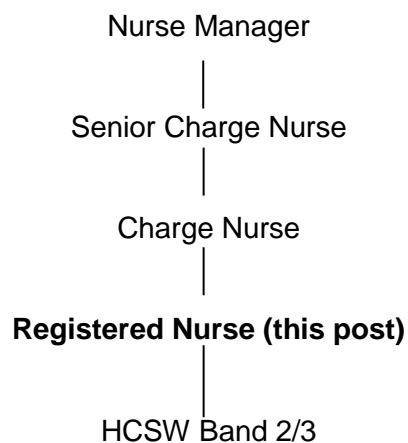
**Job Title:** Registered Nurse Band 5  
**Department(s):** Nursing/Cardiothoracic Wards  
**Job Description Reference:**  
**No of Job Holders:**

### 2. JOB PURPOSE

To work within the nursing and multi-professional team to ensure a high standard of care to a defined patient group as directed by the line manager. Competently perform the necessary technical/invasive aspects of care for this defined patient group, from admission to discharge.

### 3. ORGANISATIONAL POSITION

#### Director of Nursing and Clinical Services



### 4. SCOPE AND RANGE

- No direct budgetary responsibilities.
- An ability to rationalise resource requirements in the interest of patient management.

- Will be required to supervise qualified and unqualified staff on a day-to-day basis as directed by their line manager.
- Has a responsibility for ensuring cost effective staff utilisation in line with the workload requirements.
- Rotation through Intensive Care/High Dependency Units according to the changing needs of the cardiothoracic department.

## 5. MAIN DUTIES/RESPONSIBILITIES

### NURSING PROCESS

- Responsible for assessing patient needs, planning, implementation and evaluation of 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.
- Organise own workload to ensure that the interests of the patients/clients are met.

### LEGAL & ETHICAL RESPONSIBILITIES

- Practice within the Legal & Ethical framework as established by Nursing & Midwifery Council (NMC) and National Legislation to ensure patient interests and well-being are met.
- Work within the National Health Service (NHS), Special Health Board (SHB) and Health & Safety Executive (HSE) Legislation, 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.
- Assists in reviewing and developing new policies and procedures.

### LEADERSHIP & MANAGEMENT

- In the absence of the senior charge nurse takes charge of the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.
- Assist junior members of staff in planning, priority setting and decision making to ensure that they meet patient's needs.
- Act as a role model for junior members of the nursing team by representing the values and beliefs of the nursing profession as well as that of the organisation.
- Provide encouragement and motivation to members of the nursing team.
- Take account of the role and competency of staff when delegating work.
- Participate in personal development planning and formal/informal appraisal of junior nursing staff and student nurses.

- Participate in the development and implementation of the philosophy and objectives of the team.
- Continue to develop leadership skills and provide leadership when required.
- Act on complaints in accordance with the Special Health Board (SHB) Complaints Policy.
- Contributes to and influences practice development within the clinical area.

## CLINICAL GOVERNANCE

- Take responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for safe effective practice.
- Select and implement evidence based nursing interventions to meet the individual needs of patients using National Guidance and standards set by NHS Quality Improvement Scotland in line with the Strategy for Nursing.
- Participate in the development of a programme for Preceptorship and Mentorship in conjunction with the education link nurse.
- Responsible for preceptorship and mentorship of qualified staff, student nurses and unit assistants undertaking the niche programme.
- Evaluate nursing practice by leading in research and clinical audit where appropriate.
- Set goals using a performance work plan.
- Maintain a record of professional development.
- Demonstrates a sound knowledge of customer care in line with the Nursing Strategy.
- Participates in continuous process improvements and make recommendations for change with regard to clinical and non-clinical policy.
- Deliver formal/informal teaching sessions and support others in providing education to patients, relatives and colleagues.
- Participates, develops and implement systems to support the implementation of clinical governance within the clinical setting.
- Assists with the investigation of facts in adverse incidents.
- Utilise appropriate risk assessment tools in order to identify actual and potential risk, implement the appropriate intervention and report the outcome to the Line Manager.
- Works in other nursing departments, within the GJNH, if required.
- **Will be** required to take on additional responsibility, for example link nurse or trainer for manual handling.

## 6. SYSTEMS AND EQUIPMENT

### SYSTEMS

- Telephone 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 Guidelines and local policies regarding confidentiality and access to medical records.
- They also have a responsibility to ensure that their subordinates are adhering to the mentioned policies.
- Ability to access e-mail using outlook express.
- Ability to access intranet for organisational policies and procedures
- Ability to access internet for evidence based practice guidelines.

### EQUIPMENT

#### Very Specialised

- ECG telemetry
- 12 lead ECG
- pacing boxes
- bladder scanner
- Vaccum Assisted Wound Closure Therapy.

#### *Specialised*

- IV Pumps
- Enteral feeding pump

#### Generic

- Use of manual handling equipment

## 7. DECISIONS AND JUDGEMENTS

- Uses own initiative and acts independently within the bounds of existing knowledge and skills.
- **Ensures effective running of the unit in the absence of the Line Manager.**
- Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner.
- Gives feedback on performance directly and sensitively in a timely manner whether the issue is positive or otherwise. Performance is monitored on an ongoing basis and is appraised annually.
- Adopts and develops the concept of customer care and challenges any interaction which fails to deliver a quality service to internal and external customers.

- Has access to a supervisor on an ongoing basis.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

- Engages in effective communication with patients, relatives and visitors.
- Effective verbal, non-verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical areas.
- The same communication abilities should be evident with external agencies/social services.
- This includes dissemination of information for example – specific instructions pertaining to patient management.
- Provides support, empathy and reassurance in the delivery of patient care.
- They will assist medical staff in breaking bad news to both relatives and patients and show compassion and sensitivity in these circumstances.
- Supports junior members of the team to develop confidence in their communication skills.
- Addresses inappropriate behaviour in others in a professional manner.

## **9. PHYSICAL, MENTAL EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

### **Physical Skills**

- Administration and management of intravenous therapies frequently on each shift
- Insertion and removal of urinary catheters occasionally
- Removal of sutures regularly
- Venepuncture and cannulation
- Removal of Epidural/paravertebral block
- Removal of epicardial pacing wires
- Removal of chest drains and assisting in the insertion of.
- Assisting in the insertion and removal of central venous lines .
- Assisting in the insertion of mini-tracheostomy tubes.

### **Physical Demands**

- Working with patients within confined areas.
- Frequent re positioning of patients both, conscious or unconscious. Handling confused and agitated patients.
- Participating in resuscitation attempts.
- Moving and Handling of heavy patients and/or objects in line with Manual Handling Regulations.
- Standing/walking for the majority of the shift.
- Assisting patients in the wearing of TED stockings and the removal of same bending and crouching.
- Alternating shift pattern (day duty/night)

### 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 condition/behaviours that may be unpredictable.

### Emotional Demands

- Communicating with distressed, anxious, worried patients/relatives.
- Caring for patients during and immediately after receipt of bad news (occasionally).
- Communicating with difficult personalities within the multidisciplinary team in order to enable effective patient management.
- Occasional exposure to verbal aggression.

### Working Conditions

- Exposure to body fluids/therapeutic products/soiled linen

Assist with or undertake EPP in defined areas therefore requiring OH Screening and Clearance.

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

- Working within a developing infrastructure in which processes are continually evolving.
- Occasional interaction with patient/relatives/visitor using the facility, that present situations of a complex or challenging nature.
- Dealing with situations that arise for which you have limited experience/knowledge
- To perform mentally challenging tasks whilst being interrupted by patients/telephone and other staff.
- Having the ability and experience to challenge decisions made by members of the multidisciplinary team which do not conform to policy or are not in the best interests of the patient.

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

- 1<sup>st</sup>/2<sup>nd</sup> level registration
- ILS certification or working towards
- Effective listening and interpersonal skills
- Time management skills
- Ability to fulfil criteria detailed in Job description

**12. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**



## 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: Registered Nurse 3 East**  
**HOURS: 37.5 hours per week**  
**CLOSING DATE: 5 August 2021**

The Golden Jubilee Foundation 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

**Golden Jubilee Foundation**

**General Information for Candidates**

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- 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.
- GJF 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 to:-

**recruitment@gjnh.scot.nhs.uk**
- 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

**Golden Jubilee Foundation**  
**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**

£26,104 to £32,915 per annum

**3. Grade**

This post is offered at Band 5.

**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.

Golden Jubilee Foundation

Benefits

**NHS Superannuation scheme:**

New entrants to the Golden Jubilee Foundation 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 £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 the Golden Jubilee Foundation, 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.