**NHS GRAMPIAN**

**JOB DESCRIPTION**

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| 1. **JOB IDENTIFICATION**   **Job Title: Senior Charge Nurse**  **Department: Forres Unscheduled Care Unit**  **Hours: 37.5**  **Grade: Band 7**  **Salary: £37,570 - £44,688 per annum**  **Contract: Permanent**  **Job Reference: MK004712** |
| 1. **JOB PURPOSE**   The post holder carries continuing responsibility for the Unscheduled Care Unit at Forres Health and Care Centre and any transferred CTAC (Community Treatment and Care service under the New GP Contract) and will provide clinical leadership to the nursing teams for this. The post holder will lead and develop the nursing team in the provision of care for patients and provide clinical care as an autonomous practitioner utilising a range of skills and expert knowledge to patients who present at the Unscheduled Care Unit.  In addition, the post holder will:   * Lead the nursing team in the provision of safe and effective clinical practice * Enhance the patient’s experience of care * Manage and develop the performance of the team * Contribute to the delivery of the organisation objectives * Budget manage for the unit and its associated services * Co-ordinate care along with the multi-disciplinary team * Plan the direction of the services in line with the vision of integrated services within Forres |
| 1. **ORGANISTIONAL POSITION**   **HSPC Locality Manager**  **l**  **Band 7 Unscheduled Care (**this post)  **l**  **(Nurse Practitioner’s) Unscheduled**  **l**  **Healthcare assistants** |
| 1. **SCOPE AND RANGE**   The post holder is the line manager for nursing staff in the Unscheduled Care Unit and has responsibility for the day to day management of the unit, including any transferred CTAC services, and the day to day management and supervision of staff, including selection, recruitment and retention, appraisal and performance management.  The post holder will manage the budget of the unit and services and ensure that they operate within available resources. |
| 1. **MAIN DUTIES / RESPONSIBILITIES**  * To work autonomously as an independent practitioner without supervision and to receive patients directly with undiagnosed minor injuries and Illness. * To assess, diagnose, prescribe, treat, refer or discharge patients using problem solving and clinical decision making skills. * Provide expert nursing intervention and make complex judgements using specialist knowledge and experience thereby ensuring optimum care and treatment. * Be responsible for maintaining own professional accountability through the practice of safe standards in compliance with NMC policies. * Ensure that all staff understand and adhere to the relevant policies, PGD’s, procedures and guidelines. * Contribute to ensuring the effective use of all resources, maintaining a balanced budget and identifying changes to service deliver to increase efficiency in conjunction with the HSPC Locality Manager. * Lead in advancing the development of nursing practice with regard to minor injuries * Maintain the safe administration of medicines, concordant with the NMC and NHS Grampian Policy. * Manage and develop the teams working in the Unit. * Be responsible for staff management issues, including the delivery and implementation of a comprehensive range of HR duties. * Support the delivery of nursing care, ensuring safe discharge, referral or transfer of patients. * Support the delivery of health education during patient consultations, ensuring that patients and their relatives are properly informed about their condition, treatment and expected outcomes. * Be responsible for ensuring that all patients are triaged and have a comprehensive assessment of their nursing needs. * Ensure the accurate maintenance of records that comply with legal, professional and organisational standards. * Work in close collaboration with members of the wider multi-disciplinary team to ensure that patients’ needs are met. * Supervise and direct the work of more junior staff. * Recognise and respond appropriately to urgent and emergency situations. * Support staff in dealing with sudden, traumatic or difficult situations. * Participate in the management of complaints, responding and taking appropriate action. * Report untoward incidents and actively carry out steps to minimise further risk through DATIX. * Ensure that new staff members receive appropriate induction to the unit and obtain mentorship as appropriate. * Promote and demonstrate innovative practice and implement changes required to meet the changing needs of the service. * Participate in the development and implementation to policies, procedures and guidelines relevant to the service. * Monitor and evaluate standards of care and contribute to the development of other services. * Take a lead role in audit within the unit, sharing learning with others and assist in ensuring that improvement is realised. * Act as a mentor to other members of the team as appropriate and have the ability to demonstrate specialist knowledge and skill to less experienced staff. * Promote the NHS Grampian Nursing and Midwifery Strategy and encourage staff to be involved in achievement of standards. * Ensure that the unit complies with the Data Protection Act, Health & Safety Act, NHS Grampian policies and procedures, including the NMC Code of Conduct. * Ensure that the unit complies with Health Acquired Infection (HAI) policies and procedures and be responsible for the monitoring of staff mandatory training and HAI audit. * Deputise for District Nurse Team Lead / FNCT Team Lead when necessary. |
| 1. **SYSTEMS AND EQUIPMENT**   The post holder is expected to:   * Have knowledge of all equipment used and manage confidential information using NHS Grampian systems and procedures. * Access and manage information using internet / intranet, software packages e.g. Microsoft Work, Excel, etc. * Do presentations when required using resources and equipment; PowerPoint, video conferencing, etc. |
| 1. **DECISIONS AND JUDGEMENTS**  * To work with the team, as an autonomous practitioner, providing clinical care as appropriate, utilising a range of advanced skills and expert knowledge for patients attending the Unscheduled Care Unit at Forres Health and Care Centre. * Provide specialist clinical knowledge in relation to minor injuries and minor illness/ailment to patients, carers and colleagues. * Prescribe a wide range of medications supported by Patient Group Directives and NHS Grampian guidelines. * Manage the service and site appropriately. * Be constantly required to make judgements involving a range of acts or situations, which require the analysis of data from various sources. * Agree team member training needs via appraisal and regular supervision. |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**  * Communicate highly complicated, sensitive and confidential patient and service information effectively with other health care professionals, senior management, patients, carers and members of the public to benefit the patient. This information may be contentious and negotiation, persuasive, empathetic and motivational skills are required. * Maintain accurate, high quality and effective communication, written, verbal and via computer with all professional colleagues, departments and other agencies. * Utilise NHS Grampian IT resources appropriately and in adherence to policies and procedures. * Maintain legible and accurate records. * Attend departmental, local and regional meetings as required and disseminate necessary information to the staff. * Establish and maintain robust communication networks. |
| 1. **PHYSICAL DEMANDS OF THE JOB**  * Manual dexterity for fine procedures. * Moving equipment. * Working in restricted positions. * Concentration with frequent interruptions. * Supporting staff in the work environment. * Working with blood. |
| 1. **MOST CHALLENGING / DIFFICULT PARTS OF THE JOB**  * Deal with complex and sensitive information relating to patients and procedures including the relaying of distressing news to patients / relatives / carers on occasions. * Managing the site and service. * Ensuring compliance with Infection Control and Prevention policies and procedures. * Managing the demands of direct patient care with existing resources. * Management of change, service and practice. * Management of people, confronting unsatisfactory performance and behaviour. * Managing unrealistic expectations of staff and patients. * Managing complex patients without immediate support. |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  * First level nursing qualification with evidence of continuing professional development. * Qualified Minor Injury Nurse / Illness. * Minimum of 5 years as a Band 6 in acute, community or primary care. * Experienced nurse with further specialist training and educated to degree level or evidence of equivalent through professional development and experience. * Non-medical prescriber or willing to undertake. * High level of clinical expertise within relevant specialty developed through post registration qualification or through professional development and experience. * Evidence of leadership and management. * Ability to maintain professional and personal credibility across staff groups. * Computer literate with ability to word process documents and operational data bases as required. * Proven ability to manage change. * Successful completion of a recognised advanced practitioner course post registration desirable. * Personal and professional resilience and ability to handle stressful situations whilst remaining professional at all times. |

**PERSON SPECIFICATION**

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| **The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority radical groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the Job Description. Shortlisted candidates MUST possess all the essential components as detailed below.** |

**POST / GRADE: Band 7**

**LOCATION: Moray**

**WARD / DEPARTMENT: Moray Health and Social Care Partnership**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * First level registration * Nursing degree or equivalent professional development * Minor Injury Qualification * Minor Illness / Ailment Qualification * Minimum of 5 years at Band 6 in acute, community or primary care * Non-medical prescriber or willing to undertake the training | * Successful completion of a recognised Advanced Nurse Practitioner course |
| **Experience** | * High level of clinical expertise within relevant speciality developed through post registration qualification or through professional development and experience | * Experience of working in unscheduled care |
| **Special Aptitude and Ability** | * Good communication and interpersonal skills * Ability to work within a team environment |  |
| **Disposition** | * Friendly, enthusiastic individual * Ability to work on own initiative and as a team player * Flexibility |  |
| **Physical Requirements** | * Good sickness / absence record * Ability to drive or access to a car * Flexibility to work in evenings or weekends should the need arise |  |
| **Particular Requirements of the Post** | * Ability to work under pressure |  |

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| **MAJOR RISKS IN DOING THIS JOB** |
| Please indicate the major risks the job holder could face in doing this job e.g. lifting patients / objects, working with hazardous substances, dealing with violence and aggression.  ✓  If there are no major risks for the job holder please tick this box |