AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME

NHS Highland

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: Staff Nurse, Band 5

Reports to: Manager and Senior Nurse

Service: Care & Learning
Section: Residential Child Care (The Orchard, Broom Drive, Inverness)

POST ID: CHSV16

No of Job Holders: 10.5 WTE

Last Update: July 2016

2. JOB PURPOSE

To work in partnership with the multidisciplinary team to deliver a high standard of care to Children and Families affected by Disability – both Learning and Physical, in accordance with the NMC Code of Professional Conduct, local and national health and safety legislation and Highland Council Policies and Procedures.

In the absence of the Manager, Depute or Senior Nurse, takes charge of the Orchard ensuring safe, effective running of the Unit.

To develop own clinical experience and be responsible for the teaching, supervision and, when applicable, assessment of nursing students.

3. DIMENSIONS

Assessment, development, implementation and evaluation of programmes of care of a 13 bedded residential respite unit. The building comprises of two 4 place and one 3 place units.

Provide 24 hour emergency admission.

Provide Day Care Service for clients with pre-school children or children with specific nursing needs.

4. ORGANISATIONAL POSITION

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Manager of Orchard — Children's Service Manager

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Depute Manager

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Senior Nurse, Band 6

Staff Nurse Band 5 Social Care Worker

5. ROLE OF DEPARTMENT

The Orchard is a Highland Council provision.
The Orchard provides respite in a safe, secure, stimulating and caring environment for children and young people affected by disability and possibly associated physical disabilities/complex nursing needs from 0-19 years who are still attending school. The Orchard also offers a limited amount of more permanent residential care.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

1. Works as a practitioner in compliance with appropriate legislative frameworks, including Nursing and Midwifery Council requirements, Child Protection. Children (Scotland) Acts, and Highland Council Policies and Guidelines.
2. In the absence of the Manager/Depute/Senior Social Care Worker, takes charge of the Unit for the management of the daily responsibilities to ensure safe and effective running of the establishment.
3. Involved in developing, implementing and evaluating programmes of care in consultation with families and other professionals and setting, monitoring and maintaining standards of care within the agreed guidelines of NHS and HC policies and procedures.
4. Provides support and advice to service users and their families/carers, giving the knowledge required to help them understand and cope with their condition.
5. Ensures that the client and family are involved in decision-making regarding their care.
6. Ensures safe storage and administration of medicines and treatments according to local/national and Care Inspectorate policies.
7. Provides a proactive and adaptable service to address common factors which affect physical, emotional and social well being of the child.
8. Liaises closely with other professional involved with the individual.
9. Promotes, within a professional relationship, individual independence.
10. Supervises and teaches nursing students that are providing care to children/young people and act as a source of advice to ensure their educational needs are met.
11. Has the ability to organise, prioritise and adjust own workload in the face of changing demands to ensure all needs are met.
12. Ensures written communications are accurate, appropriate and neatly recorded, adhering to NMC, Highland Council policies at all times.

Professional Development

1. Acts a positive role model for all staff.
2. Demonstrates commitment to developing clinical skills and expertise.
3. Maintains responsibility of own personal development.
4. Participates in the orientation of new staff.

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7a. EQUIPMENT AND MACHINERY

The Staff Nurse is expected to have a knowledge of all equipment used in the Orchard, but may not have daily clinical involvement.

Electric Beds

Equipment, etc continued

Various Pressure Relieving Mattresses

Electronic Monitoring Equipment for:

Blood pressure, temperature, pulse, oxygen saturations

Oxygen cylinders, concentrators, masks

Suction equipment

Nebulisers, volumatic inhalers

Nasogastric tubes

Enterostomy feeding and pumps

Urinary Catheters – suprapubic and urethral

Various hoists – mobile and tracking/electric

Various aids for Moving and Handling

Computers

Printers

Fax Machine

Photocopier

7b. SYSTEMS

1. Maintains clients' records in accordance with NMC and Highland Council policies and guidelines.
2. Reorganises rotas for sudden cover requirements.
3. Personal Development Plans
4. Orchard Communication Systems.

8. ASSIGNMENT AND REVIEW OF WORK

The post holder is responsible to the Senior Nurse and Manager of the Orchard for clinical guidance and professional management, work review and formal appraisal of performance.

Works within the statutes and guidelines of the NMC, National, Highland and locally agreed policies, protocols and procedures and National Standards/ Care Commission policies.
Individual workloads will be assigned by the Senior Nurse or Manager of the Orchard.

9. DECISIONS AND JUDGEMENTS

The post holder may regularly be named as the nurse in charge when on duty.
During this period, the post holder must be able to delegate duties effectively and coordinating the tea workload as well as their own. The post holder will be required to use their own limitations and active seek guidance, advice or supervision when required.
They will be required to use their own judgement whilst supervising children and young people and shou record and report any changes or concerns to relevant disciplines.
The post holder must be aware of the Orchard's limitations and use his/her judgement when requests f admissions/visits are made.

Judgements/Decisions made in the course of the job can be:
Assessing and developing individual care programmes for children and young people.
Making risk assessments.
Informing families of their child's condition; summary of the visit.
Accepting requests for emergency admission (via parents, duty Social Worker).

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The Staff Nurse should have the ability to adapt to the variety of situations that they will be presented with in the Orchard.
They will also have to accept that certain outcomes of clients' care can be challenging/complex.
He/she will be required to prioritise own workload, to competing demands from various people – staff, families, other professionals.
Maintaining up to date clinical skills and knowledge in a Residential Respite Unit, specialising in Learning Disabilities.

11. COMMUNICATIONS AND RELATIONSHIPS

The post holder, as a member of the Multi Disciplinary Learning Disability Service, will be required to establish and maintain professional relationships with all other agencies and disciplines involved with the child/young person, working co-operatively to ensure effective and efficient health and social care needs. He/she will also be required to develop and maintain positive relationships with the child/young person and their family.
Effective communication will involve many skills which will include caring, listening, using appropriate language (verbal and non-verbal).
Communication is paramount between the child/young person, the family and members of the Multi Disciplinary Team in order to establish and maintain a holistic approach of the care needs of the client. At times, the nurse will be required to play a leading role in dealing with distressed, upset, angry or anxious parents/carers and staff. Good communication skills are vital to help de-escalate any possible situations arising, provide support and reassurance and ensure safety of both clients and staff alike.
These situations can be very demanding, both emotionally and physically.

Communicates with: Manager, Depute, SSCW, Orchard colleagues, Families/Carers, Multi Disciplinary Team, Social Work Dept, Education and Community Learning Disability Team.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

A portion of the job entails physical work and the staff nurse would require Moving and Handling training which should be kept up to date annually. He/she may be required to work within confined spaces and will be required to assist immobile young people/children.

There is a need for accuracy in the use of clinical and other equipment, particularly regarding the administration of medicines and treatments.
He/she will need to initiate appropriate emergency care.
He/she will be able to adapt to the shift pattern required within the European Working Time Directive and will be required to work a variety of shifts, e.g. day/night rotation.
The staff nurse may be required to carry out invasive procedures.
The staff nurse may be involved in Child Protection issues which may pose emotional demands.
Concentration is required when observing client's behaviours which may be unpredictable.
The staff nurse may be involved in caring for children/young people and their families who have a life limiting condition which will have emotional demands.
He/she will be required (daily) to risk assess Unit areas, ensuring a safe working environment for all staff and young people involved in activities within and out with the Orchard.
The staff nurse will need to be physically active with the child/young person to provide stimulation.

<u>Working Conditions</u>

Exposure to bodily fluids; helping to toilet less able/immobile clients; change/bathe clients who are doubly incontinent, several times in one shift.
Exposure to verbal/physical aggression due to lack of communication or frustration from the child/young person.

Continuous liaison with the Multi Disciplinary team and the family regarding all aspects of the child/young person's care which will include planning, co-ordinating, support and advice.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Nursing qualification in Learning Disabilities, Paediatrics or Adult.
Significant recent experience in Learning Disabilities.
Evidence of continuing professional development.
Able to work without supervision.
Good interpersonal, time management and teaching skills.
Awareness of current professional nursing issues, legislation and GIRFEC

14. JOB DESCRIPTION AGREEMENT	
I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing. Job Holder's Signature: Manager's Signature:	 Date: Date: