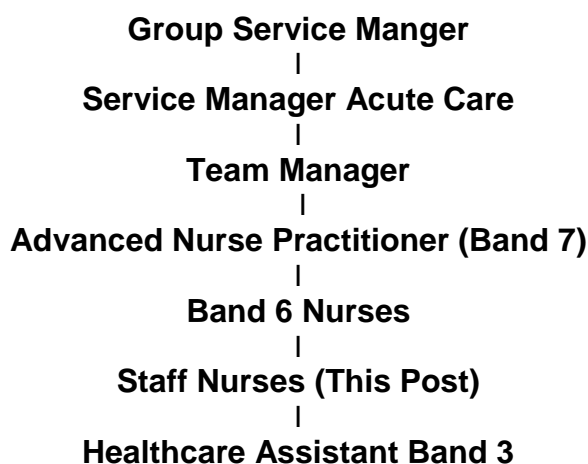


JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	Staff Nurse
Responsible to (insert job title):	[Sarah Lortscher]
Department(s):	[Hospital at Home Team]
Directorate:	[ELHSCP]
Job Reference:	
No of Job Holders:	[1]
2. JOB PURPOSE	
<p>To undertake the role of a staff nurse within the Hospital at Home (H@H) team in East Lothian (ELSIE). To assess, plan, implement and evaluate specialist nursing & medical care.</p> <p>To work as part of the Multi-Disciplinary Team.</p> <p>Ensure that patient health needs are met through the provision of the diagnosis and the management of patient conditions through the assessment, treatment and review planning process in partnership with patients and families.</p> <p>Take charge of a clinical area or equivalent sphere in the absence of the person with continuing responsibility.</p> <p>Lead and develop the service to improve practice and work collaboratively across healthcare boundaries, implementing and evaluating evidence-based standards, guidelines and policies.</p> <p>Provide all aspects of patient care within agreed organizational and national standards and protocols.</p>	
3. DIMENSIONS	
<p>E.L.S.I.E (East Lothian Social and Integrated Service for the Elderly) delivers clinical services across East Lothian within the patient's own home or care setting. The post holder will liaise with a number of professionals/agencies, both internal and external on a daily basis including GP practices, local authority teams and the voluntary sector. The post holder will not manage a budget, but will be required to monitor the use of available resources and work within the financial envelope.</p> <p>The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.</p>	

4. ORGANISATIONAL POSITION



Key:

----- represents professional accountability |

5. ROLE OF DEPARTMENT

- Provide alternatives to admission for frail older people within the East Lothian catchment.
- Support early discharge from hospital for frail elderly patients where medical/nursing interventions are still required
- Provide multidisciplinary holistic care to support the needs of older patients with co-morbidities and frailty.
- Deliver safe and high quality care to all patients.
- Support a professional working environment where multidisciplinary team working is at the centre of our practice and where the contributions of all team members are respected and valued.
- Create an environment where the personal and professional development of all team members is encouraged and supported.
- Participate in the Public Health agenda by identifying and promoting the health and social care needs of the local population in partnership with colleagues, patients, carers and the local community. |

6. KEY RESULT AREAS

Nursing Process

- The post holder is responsible and accountable for assessing, planning and implementation of programmes of care. These will be developed in partnership with patients, family, carers and significant others, and will be evidence based taking into consideration the lifestyle, race, gender and cultural background, and factors which impact on physical, mental or emotional health.
- Contribute to the development of local policies and guidelines and promote effective health improvement in a community setting

Professional

- Effectively deliver H@H practice and duties as detailed in relevant NHS Lothian policies, procedures and other relevant guidance e.g. tissue viability, infection control, terminal care. Be aware of their responsibility in respect of public protection.
- Be fully compliant with the NMC Code of Professional Conduct and other relevant guidance documents, which support and maintain standards of professional practice for nurses and midwives.
- Ensure effective, accurate and contemporary documentation is maintained and managed according to developed systems and in accordance with national / local/professional policies, guidance, data protection and the Freedom of Information Act.
- Be responsible for the effective and accurate use of resources, e.g. staff, supplies, dressings.
- Participate in clinical supervision systems
- Be a source of advice to clients, carers and other professions as required
- Mentor pre and post-registration students and others as appropriate/required

Education/Research

Ensure evidence-based excellence in care delivery through;

- Participation in Clinical Governance processes in all areas of nursing practice, including the involvement of patients/carers, to ensure continuous practice improvement.
- Taking responsibility for personal Continuous Professional Development to enhance knowledge, skills and values needed for safe and effective practice through participation in PDP process.
- Awareness of current best practice using national guidelines and standards to meet individual/population needs

Management/Leadership

- Demonstrate a clear understanding of organisational goals
- Demonstrate the ability to function competently both as an individual and team member, and understand and acknowledge the role and function of others in the development of effective partnership working
- In line with NMC Standards take account of the role, skills/competencies of junior staff when delegating work.
- Provide encouragement, motivation and act as a role model for junior members of the team by representing the values and beliefs of the nursing profession as well as those of the organisation.

<ul style="list-style-type: none"> • Participate in the planning, prioritisation and decision-making process for caseload to ensure patients' needs are met • Demonstrate a systematic, flexible and innovative approach to problem solving and implementing decisions • Understand the determinants of ill health in order to promote the public health role of nurses in community settings.
<p>7a. EQUIPMENT AND MACHINERY</p> <p>The postholder will be expected to be responsible and knowledgeable in the safe use of all clinical and non-clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.</p> <p>Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.</p>
<p>7b. SYSTEMS</p> <p>The following are examples of systems which will be used when undertaking the role:</p> <ul style="list-style-type: none"> • To maintain accurate and up to date clinical records complying with patient confidentiality and provide data for core surveillance • To be responsible for recording all activity/contact on appropriate local system • To update and maintain a range of information databases • Responsible for regularly completing and signing off timesheets / mileage forms • Responsible for ordering supplies e.g. supplies and equipment using PECOS system • To be proficient in the use of IT systems - internet/intranet including use of email • Risk assessments • DATIX • TRAK • MS Teams <p>New systems may be introduced as the organisation and technology develops; however training will be provided.</p>
<p>8. ASSIGNMENT AND REVIEW OF WORK</p> <p>The post holder will have a Professional Development Plan, including an assessment of clinical competence which will be reviewed annually by the responsible line manager. Works within broad occupational, national and local policies and guidelines.</p> <p>Governance of clinical competence is undertaken in line with arrangements determined through the organisational structure which will provide professional nursing advice and specialty consultant or designee will manage assessment of clinical competence.</p> <p>The post is self directed, organising own workload in relation to specialist caseload to meet</p>

the demands of the service.

The clinical workload is generated from the service area e.g. hospitals, acute services, GPs, Health and Social Care providers in line with legislation and performance indicators set by the Scottish Government Health Department.

9. DECISIONS AND JUDGEMENTS

Makes complex autonomous clinical decisions including analysis, diagnosis, and clinical management, based on an in-depth broad expert knowledge and interpretation of clinical and other findings such as laboratory investigations and x-rays.

Agree referral protocols, undertake risk assessments and using advanced clinical reasoning skills, make further referrals to Clinicians when it is identified that further clinical intervention is required.

Uses own initiative and acts independently within the boundaries of own knowledge and Skills.

Participate in the appraisal process through Personal Development Planning and Review in line with the Knowledge and Skills Framework. Address performance management issues for area of responsibility.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Continued development and promotion of the Advanced Nurse Practitioner role through challenging the boundaries of the current parameters of practice.

11. COMMUNICATIONS AND RELATIONSHIPS

Communicates sensitive, complex clinical condition related information to patients, relatives and carers in relation to specialist area of expertise.

Communicate verbally and in writing to members of the multidisciplinary team members of Primary and Secondary Health Care Teams, Social Care; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

- The patient, their relatives and the multidisciplinary team involved in the provision of care.
- Nursing staff regarding patient care, allocation of work, workload issues.
- Partnership, Trade Union and Professional Organisation representatives in relation to service and staffing issues.

Acts as a patient /staff advocate through the application of ethical, legal and professional knowledge and skills.

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

This section may vary depending on clinical area. Examples may include:

Physical Skills:

Administer medicines, injections, syringe drivers, intravenous infusions and blood transfusions.

Administer enteral tube feeding.

Insert urinary catheters.

Apply wound dressings.

Manual handling techniques.

Keyboard skills.

Physical Demands:

Physical manual handling of patient, patient movement with use of mechanical aides.

Push wheelchairs and other mobile equipment.

Stand/walk for the majority of shift.

Mental Demands:

Concentration is required at all times when caring for patients and undertaking clinical decision making.

Maintenance of precise and accurate records and report writing.

Frequent interruptions from patients / relatives / team members.

Concentration required when observing patient behaviours which may be unpredictable.

Emotional Demands:

Communicating with distressed / anxious / worried patients and relatives.

Caring for patients and relatives following receipt of bad news and supporting them in identifying realistic expectations in relation to long term conditions.

Motivating and supporting junior staff / colleagues in the work environment.

Communicating with and caring for patients who have reduced understanding and insight due to cognitive impairments.

Caring for the terminally ill.

Working Conditions:

Exposure to body fluids.

Potential exposure to verbal and physical aggression from patients and relatives / other visitors.

Exposure to infections and temperature variations.

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

Registered nurse.

Previous relevant post registration experience.

To participate in further education and training to enhance personal and professional development.

In depth understanding of the management of Long term Conditions.

Effective listening and interpersonal skills.

Time management skills/ability to prioritise workload.

Evidence of research/audit experience.

Evidence of effective problem solving skills.

Competent in standard IT packages e.g. Microsoft Word & Excel.

The post-holder will display/develop;

Knowledge of contemporary nursing practice and the nursing contribution, knowledge of SIGN guidelines and the nursing contribution, knowledge of NHS QIS initiatives, national standards and the nursing contributions, knowledge and understanding of Clinical Governance initiatives and risk, and an understanding of the principles of Joint Working and Partnership. Knowledge and understanding of legislation relevant to the area/specialty. Demonstrate/develop competence within a particular set of skills, e.g. venepuncture, male catheterization etc.

Post-holder will demonstrate a flexible and adaptable approach and effective leadership skills.

14. 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: ||