STAFF NURSE/ MIDWIFE
Neonatal Unit
The Princess Royal Maternity Unit

Job Reference: 0000046764N
Closing Date: 14 April 2017
Dear applicant,

Thank you for your interest in this post and for taking the time to read this information pack. We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

As the largest Health Board in Scotland, NHS Greater Glasgow and Clyde plays a vital role in the education and training of doctors, nurses and other health professionals, working closely with local universities and colleges. It also provides the full range of community hospital services. The Board has an annual turnover of £3.2 billion per year. It serves a population of 1.2 million people and employs 39,000 staff.

Along with many NHS providers, the Board must respond vigorously to operational, quality and financial challenges in order to continue to improve outcomes for, and the experience of, our patients and the communities we serve. The Board is a large organisation operating in an increasingly tough environment. Building enduring relationships with our partners is vital to continue to drive the changes we are making. Effective communication and productive dialogue is challenged by the spread of the organisation’s sites and stakeholders over a wide geographical area, as well as the variety and large number of partners we work with. The Board is managing these challenges and has developed a positive platform to continue to improve towards excellence.

To drive forward these improvements the Board must have the ability to make tough decisions at a time of change. The next step in the Board’s journey is essential: to build and deliver a strategy that will engage the workforce and public in changing for the future to provide sustainable healthcare services, further embed a culture of innovation and meet the demands and exceed the expectations of our patients.

The following is included in this information pack to help you with your application:

- Job description
- Person specification
- A summary of the terms and conditions for the post
- The application process
- Guidance for completing your application form
- Working for NHS Greater Glasgow and Clyde

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact Recruitment Services.

We very much look forward to receiving your application.

Recruitment Services
1 JOB IDENTIFICATION

Job Title: Staff Nurse
Job Grade: Band 5
Division: Acute Division
Directorate: Women and Children’s
Accountable To: Senior Charge Nurse

2 PURPOSE

There are 2 Neonatal Units within GGC which provide Level 3 care. They are located at The Royal Hospital for Children, Queen Elizabeth University Hospital and The Princess Royal Maternity Hospital. The Neonatal Unit at The Royal Alexandra Hospital in Paisley provides Level 2 care.

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.

In the absence of the Senior Charge Nurse or deputy, provide cover to ensure the effective operation of the clinical area.

3 ORGANISATIONAL POSITION – Ward Situation

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          Senior Charge Nurse
            |
            v
Senior Staff Nurse
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      Band 5  Band 4  Band 2
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NHSGG&C
ACUTE DIVISION
WOMEN & CHILDREN’S DIRECTORATE

JOB DESCRIPTION
4 SCOPE AND RANGE

Care will be delivered in a clinical situation to patients of varying levels of dependency. Patient numbers are made up of both emergency and elective cases. High quality care is delivered in a safe and supportive environment, which meets identified physical and psycho-social needs. A family centered approach to care is adopted at all times.

5 MAIN DUTIES AND RESPONSIBILITIES

(1) Communication

The Nurse will apply the principles of good communication, which justify the trust and confidence of the public, and will establish and maintain effective relationships with patients, relatives, nursing colleagues and members of the multidisciplinary team.

- Practice in accordance with NMC Code of Professional conduct, Guidelines and Division policies.
- Demonstrate effective verbal and written communication with patients, family and staff, demonstrating a caring and understanding approach at all times.
- Ensure patient and family confidentiality is respected at all times.
- Participate in clinical communication/education of children, parents and colleagues.
- Participate in multi-professional decision making concerning children and their families.
- Ensure that all nursing documentation, which reflects care delivery, is accurate and legible.
- Demonstrate the ability to interpret and report changes in care needs.
- Develop presentation and IT technology skills, and participate fully in ward and multidisciplinary meetings.

(2) Quality Assured Patient Care

The nurse will deliver a quality assured systematic approach to patient care.

- Demonstrate knowledge, understanding and clinical competence, encouraging others to maintain a high standard of patient care.
- Delegate staff with due regard to the individuals’ capabilities, utilising available skill mix appropriately.
- Is able to self assess own and others’ performance, recognising abilities and limitations.
- Demonstrate knowledge and understanding of the individual child and family needs when participating in the assessment, planning, implementation and evaluation of care.
- Demonstrate the ability to ensure that patient care is individualised to encompass the cultural and spiritual needs of the child and family.
- Recognise the need for parental involvement in patient care.
- Respect and maintain the confidentiality of children their families and colleagues.
- Participate in research and audit projects to ensure practice is evidence based.
- Demonstrate an awareness of legal and professional responsibilities within nursing practice.
- Demonstrate an awareness of effective use of resources, including staff, supplies and departmental budget.
- Is supportive and approachable to all staff members, and participates in collaborative care
delivery.
- Reports untoward incidents to senior colleagues.

(3) Professional Development

The nurse will assume responsibility for ensuring clinical acumen and skills, maximising opportunities for professional development.
- Develop a personal and professional Profile, which identifies own education and training needs, attaining PREPP requirements.
- Is aware of life long learning and training opportunities and demonstrates responsibility for own personal development.
- Supports colleagues through mentorship and preceptor programmes.
- Facilitate professional/personal development through active participation in preceptor and teaching programmes.
- Demonstrate awareness of current changes in education and clinical practice, offering appropriate support to junior colleagues.
- Deputise for, and co ordinate care delivery in the absence of senior staff.
- Demonstrate understanding of Division wide Health Care issues.

(4) Health and Safety

The Division Executive and all Managers are charged to give all care and consideration in their sphere of operations to matters relating to health, safety and welfare of those who may be affected by the acts or omissions of any of their workforce.

6 SYSTEMS & EQUIPMENT

A sound knowledge is required of all relevant medical devices in use in the clinical area. Such items will include; intravenous pumps, external patient monitoring equipment, lifting & handling equipment.
It is anticipated that the post holder will use this equipment on a daily basis.

IT Support
The post holder will require to access an electronic patient information system to input and retrieve data.
Input of information into a patient workload measurement system is also required.
7 DECISIONS AND JUDGEMENTS

Assessment of patient condition to establish any change.
Analysis of patient condition and subsequent planning of care.
The post holder is accountable for their own actions as outlined by NMC but works under the
supervision of the Senior Charge Nurse or deputy.
In the absence of a more senior staff member to provide cover to ensure the effective operation
of the clinical area.

8 COMMUNICATION & RELATIONSHIPS

The post holder will be expected to communicate and liaise with the patient, their relatives and
the multidisciplinary team involved in the provision of care.
At times there may require to be communication with external agencies such as Social Services.

9 PHYSICAL DEMANDS OF THE JOB

Physical skills: Administration of intravenous medication (once competent), use of syringe
pumps and infusions.
To undertake wound dressing.
Physical demands: Patient movement with the aid of mechanical aides, manoeuvre patients,
push trolleys, wheelchairs.
Stand/walk for majority of the shift.
Mental demands: Concentration required when checking documents/patient notes and
calculating drug dosages, whilst subject to frequent interruptions from patients/relatives/team
members.
Concentration required when observing patients.
When taking charge of the ward problem solving skills are frequently used.

Emotional demands: Communicating with distressed/worried patients/relatives.
Care for patients with complex needs.
Occasionally caring for patients following receipt of prognosis.
Report any Child Protection issues to the Ward Manager or deputy.
Working conditions: Exposure to bodily fluids, sharps, infected materials, chemicals
At times having to deal with aggressive situation involving families.

10 MOST CHALLENGING PART OF THE JOB

Achieving a balance between the demands of direct patient care within existing resources.
maintaining up-to-date clinical skills and knowledge.
11 KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED

Professional Registration through NMC with qualification of Registered Nurse (Child Branch)
Clinical experience in Paediatric specialty
Good Communication Skills
Flexible to suit the demands of the service
Positive professional manner and attitude
Ability to work within a Multi-disciplinary Team Setting

12 JOB DESCRIPTIONS

All job descriptions are subject to review. Job holders are expected to be flexible and be prepared to carry out any similar or related duties, which do not fall within the work outlined. Any review will be undertaken by the line manager, in consultation with the post holder.

July 2015

The post holder is expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.
## PERSON SPECIFICATION FORM

**Job Title:** Staff Nurse  
**Department:** Neonatal

### Qualifications

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential (√)</th>
<th>Desirable (✓)</th>
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<tbody>
<tr>
<td>Registered Nurse Adult or Child Branch</td>
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<tr>
<td>Neonatal Qualification in specialty</td>
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<td>✓</td>
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<tr>
<td>Educated to degree level</td>
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### Experience

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<th>Experience</th>
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<th>Desirable (✓)</th>
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<tr>
<td>Post registration experience in neonatal nursing</td>
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<td>✓</td>
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<td>Evidence of continued professional development</td>
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### Behavioural Competencies

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<tr>
<th>Competencies</th>
<th>Essential (√)</th>
<th>Desirable (✓)</th>
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<tr>
<td>Excellent Communication skills</td>
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<td>Ability to work within a Team</td>
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<td>Professional manner at all times</td>
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<td>✓</td>
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<td>Good time keeping and attendance</td>
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<td>Entusiasm for developing skills</td>
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### Other

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<th>Other</th>
<th>Essential (√)</th>
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Summary of terms and conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

Job title: Staff Nurse/ Midwife
Job reference number: 0000046764N
Closing date: 14 April 2017
Vacancy enquiries to: For information specific to the role, contact: Marjorie Clark, 0141 211 5349

Agenda for Change band: Band 2
Salary: £22,440 to £29,034 per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.
Hours: 37.50 hours per week
Base: The Princess Royal Maternity Unit
Contract type: Permanent

Annual leave: The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.

Superannuation: All employees are automatically enrolled in the Scottish Public Pensions Agency.

Healthcare Support Workers: All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.

Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.

Smokefree policy: NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.

Equal opportunities: NHS Greater Glasgow and Clyde is as an equal opportunities employer.
The Application Process

Please ensure you read the Job Description and Person Specification along with the guidance notes on completing your application form. The hiring manager will shortlist an application for interview based on its content, therefore it is in your best interests to ensure you submit a fully and appropriately completed application.

You will receive confirmation that your application submission has been received when you submit your online application form. When we begin to process your application, you will receive an email from NHS Greater Glasgow and Clyde confirming receipt. If you have not received a confirmation email within 3 days working days from the closing date, please email nhsggcrecruitment@nhs.net.

Unfortunately, due to the volume of applications NHS Greater Glasgow and Clyde receive, we are unable to write to applicants who are not successfully shortlisted for interview. Accordingly, if you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

We will use several methods of communication to advise you of each stage of the recruitment process this includes: email, letter, SMS text, or telephone. It is essential that you regularly check your email and your phone to see if we have been in contact with you to update you on the progress of your application. Please ensure your email account does not treat NHS Greater Glasgow and Clyde email as spam or junk by adjusting the necessary settings.

Please ensure you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if you are selected for interview.

Please retain details of the job reference number – you will need this if contacting NHS Greater Glasgow and Clyde Recruitment Services.

Should you require further information or assistance in relation to your application please visit www.nhsggc.org.uk/recruitment or email your enquiry to nhsggcrecruitment@nhs.net. Please ensure you have the job reference number to hand.

For details on what happens once you have submitted your application, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Guidance for completing your application form

Completion of the application form is the first stage in the recruitment process, and if you are successful, will form the basis of your employment record. Complete and accurate information is essential. Please note: If you knowingly withhold or provide false or misleading information, this may result in your application being rejected, or if appointed, may result in dismissal from your post.

Your application form plays a vital role in the recruitment and selection process. The information you provide us with in your application form will be used to decide whether you are shortlisted to attend an interview. Only those applicants who can clearly demonstrate in their application form how they meet the minimum essential requirements for the post as specified in the job description and person specification will be considered for interview selection.

Applicants should read the candidate information pack and job description for the post prior to completing the online application form.

When completing the online application form applicants should read the instructions in each section and note the following:

- the application form has an automatic time out mechanisms, therefore you should click on the "save" button as you go through the application form or copy and paste from another document, to avoid losing content.
- please do not use any special characters (i.e. £, #, &, %) when completing your application. You are permitted to use the '@' symbol.

It is recommended that you complete all relevant sections of the application form. It does not matter how long ago your last employment was, if you have an employment history please list it.

If you have not previously been employed, please use the “Present or Most Recent Post” section to detail what you have been doing (i.e. full time student / parent / carer).
Please note that you can list unpaid work including work placements and volunteer work in your employment history.

NHS Greater Glasgow and Clyde do not accept Curriculum Vitae (CV), unless a CV has been specifically requested as part of the recruitment process.

By completing and submitting an application for this post you give your consent for NHS Greater Glasgow and Clyde to commence pre-employment checks, including reference checks, once your formal conditional offer of employment is made to you. Click Here for more information. For details on NHS Greater Glasgow and Clyde’s pre-employment check procedures, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Part A (Personal information), Part B (Declarations), Part C (Application Details)
The job description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post. Please ensure that your application form clearly demonstrates how your skills / knowledge / experience can be utilised in the role.
The job description and person specification also specify the requirements or criteria (knowledge, skills, experience, abilities and qualifications) that are essential or desirable to perform the duties outlined. Please ensure in your application that you demonstrate how you meet the minimum essential criteria and where applicable, the desirable criteria for the role.

Certain posts in NHS Scotland are exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. Click Here for more information. If the advertisement for this position has declared that we require a Disclosure Scotland PVG Scheme Membership / Disclosure Scotland Check, you must declare any previous convictions, classed as either "spent" or "unspent", including criminal convictions received outside the United Kingdom.

The Asylum and Immigration Act 1996 states that it is a criminal offence to employ a person who is not entitled to work in the United Kingdom (UK). Consequently, before NHS Greater Glasgow and Clyde offers employment, the prospective employee must provide evidence, that he/she is entitled to work in the UK. All applicants regardless of nationality will be asked to provide evidence of eligibility to live and work in the UK.

As a Disability Confident Employer, NHS Greater Glasgow and Clyde operates a Guarantee Interview Scheme for disabled applicants. Candidates who have declared a disability and who meet the minimum essential criteria outlined within the job description / person specification will be guaranteed an interview.

You must provide full and complete employment references including a work email address (personal email address for employment references may not be acceptable) covering a minimum period of the last three years. Employment referees should be listed in chronological order – that is the most recent first. If you have had more than two employers in the last three years we will require additional references. Character referees should only be used in the event that you cannot provide two employer references covering the last three years.

Any gaps in employment history must be detailed within your supporting statement and will be explored carefully with you at the interview stage.

If you have an employment history of less than three years, you should provide full details of an academic referee or other person who is not a friend, is not related to you or involved in any financial arrangement with you to provide a personal reference.
If you have had no previous employment or have been self-employed you should provide details of two personal referees as outlined above and where applicable evidence to confirm your status (i.e. letter from Jobcentre Plus, academic record or evidence from HM Revenue & Customs) if you are shortlisted for interview.

Your application form provides you with an opportunity to provide a supporting statement. This section is one of the most important in the application form as the information that is provided here will be evaluated and used to decide if you are invited to attend interview. This section gives you the opportunity to describe and demonstrate the particular qualifications, skills, abilities, knowledge, relevant experience and other qualities that make you a good candidate for the post.

Part D (Equal Opportunities)
This part of the form is optional and the information you provide in this section exercises no part of the selection process. It is treated in confidence and only the Recruitment Service or Human Resources staff can access this information for the purpose of recording and compliance monitoring, to ensure our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.

Data Protection Act 1998
The information you provide on your application will be treated in confidence. Only those NHS Greater Glasgow and Clyde staff involved in the selection process and processing your application will see your application form. If you are the successful applicant your application form will be retained and used to create your employee record file. Your application form will be held for 12 months, from the date of your application, within the NHS Greater Glasgow and Clyde recruitment system, after which period it will be deleted from the system.
Working for NHS Greater Glasgow and Clyde

About us
NHS Greater Glasgow and Clyde is the largest health board and provider of healthcare in Scotland and one of the largest health care providers in the UK.

NHS Greater Glasgow and Clyde's purpose is to:

"Deliver effective and high quality health services, to act to improve the health of our population and to do everything we can to address the wider social determinants of health which cause health inequalities."

The Board works in close partnership with other NHS organisations, local authorities and other agencies including the third sector to ensure that social work, education, housing, employment and environmental services unite effectively and efficiently with the NHS in tackling inequalities and underlying health problems in local communities.

The future shape of health and social care provision is changing following the move to establish new statutory Partnerships between NHS and Local Authorities, responsible for the planning and delivery of Health and Social care for local populations. This requires the development of very different relationships between primary care, mental health services, community and acute services.

NHS GGC serves a population of 1.2 million (over 1/5 of the population of Scotland) with services provided by 39,000 staff.

The geographical area covered includes: Glasgow City, West Dunbartonshire, Inverclyde, Renfrewshire, East Renfrewshire, East Dunbartonshire and North Glasgow (Stepps-Moodiesburn corridor).

Our services
NHS Greater Glasgow and Clyde provides a full range of Secondary and Tertiary Clinical services, Primary Care, Mental Health and Community services included in which are a number of world-class specialist services.

Find out more about NHS Greater Glasgow and Clyde at www.nhsggc.org.uk.

If you want to know more about the NHS Scotland, visit www.show.scot.nhs.uk.

If you are successful in your application to join us, you will be working within one of our Acute, Primary and Community Care Services. These services are in turn supported by a range of Corporate Service functions including Administration, eHealth, Finance, Human Resources, Public Health, Corporate Planning, Facilities and Estates.
• Click Here to find out more about our Community Services
• Click Here to find out more about our Mental Health Services
• Click here to find out more about the services in your area
Employee benefits
We offer all our staff excellent benefits including;
- NHS Superannuation pension scheme,
- Child Care Vouchers,
- Bursaries to support education and training,
- Interest free loans to purchase Zonecards for trains, buses, underground and some ferries
- Cycle to work interest-free loans to purchase bicycles and equipment

For more information on the benefits available to NHS Greater Glasgow and Clyde staff, visit www.healthservicediscounts.com.

Further information
For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

NHS Greater Glasgow and Clyde
Recruitment Services
West Glasgow Ambulatory Care Hospital
Dalnair Street
Glasgow
G3 8SJ

Tel: +44 (0)141 278 2700
Email: nhsggcrecruitment@nhs.net