REFERENCE NUMBER: CS/2016/049N
JOB TITLE: DEPUTY CHARGE NURSE
GRADE: BAND 6
LOCATION: ROYAL HOSPITAL FOR SICK CHILDREN, EDINBURGH
HOURS: 37.5 per week
CONTRACT DURATION: PERMANENT
CLOSING DATE: TUESDAY 12TH APRIL 2016
SALARY SCALE: £26,302 - £35,225 per annum

Due to the increasing volume of winter recruitment activity, we are sorry to inform you that if you are successful at interview, your provisional offer may not be issued for up to two weeks after you receive your verbal offer.

**Please note – the e-mail address you provide on the application form will be used to communicate any further correspondence relating to this vacancy so please check your TRASH and SPAM folders**

This post requires the post holder to have a PVG Scheme membership/record. If the post holder is not a current PVG member for the required regulatory group (i.e. child and/or adult) then an application will need to be made to Disclosure Scotland and deemed satisfactory before they can begin in post.

Apply on-line www.jobs.scot.nhs.uk
This information package has been compiled to provide prospective candidates with details of the post advertised.

The contents of this package are as follows:

- General Information for Candidates
- Working in Edinburgh and the Lothian’s
- Working Time Regulations Form (please complete and return with application form)
- Person Specification and Job Description
- NHS Lothian - Our Values
- Information on Application Process
- Workforce Equality Monitoring
- Equal Opportunities Policy Statement

**GENERAL INFORMATION FOR CANDIDATES**

**Data Protection Act 1988**
Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to the Human Resource staff.

**Counter Fraud**
NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian’s intranet (Counter-Fraud and Theft page) and further information is available at [http://www.audit-scotland.gov.uk/work/nfi.php](http://www.audit-scotland.gov.uk/work/nfi.php).

**References**
All jobs are only offered following receipt of two satisfactory written references. At least one reference must be from your current/most recent employer, or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

**Disclosure Scotland**
Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

**Work Visa**
If you require a Work Visa, please seek further guidance on current immigration rules which can be found on the Home Office website [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

**Overseas Registration and Qualifications**
NHS Lothian will check you have the necessary professional registration, where appropriate. If you require a qualification for this role but are not regulated by a professional body (e.g. NMC, GMC, HCPC etc), you will need to provide an official translation, notarised by a solicitor, of your overseas qualifications to be checked by the recruiting manager. Please ensure that this is available before applying for this post.

**Job Interview Guarantee Scheme**
As a Disability Symbol user 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 job description will be guaranteed an interview.
Terms and Conditions
For an overview of our Agenda for Change terms and conditions visit: www.msg.scot.nhs.uk/pay/agenda-for-change

Travel Expenses
Travel expenses are not normally reimbursed for interviews, if you are selected for interview and wish to enquire about the possibility of being reimbursed then the request should be directed to the recruiting manager or interview panel chair.

WORKING IN EDINBURGH AND THE LOTHIANS

NHS Lothian offers excellent career prospects and a wide range of job opportunities for potential employees. It employs approximately 24,000 staff and offers training and development opportunities as well as excellent staff benefits.

The information provided below aims to help support and guide both prospective applicants and new employees unfamiliar with Edinburgh and the Lothians.

Edinburgh and the Lothians
NHS Lothian serves a population of approximately 800,000 people living in and around Edinburgh, Scotland’s historic capital city. The geographical area known as Lothian region covers 700 square miles, comprising the City of Edinburgh, Midlothian, East Lothian and West Lothian.

It is a region of exceptional beauty and contrast, from the splendour of Edinburgh to the beauty and variety of the hills, countryside and coastline. The nearest major town outside of Edinburgh is Livingston, a thriving location in the heart of West Lothian. As well as many sites of historic interest, the region boasts a host of recreational activities for all ages.

Useful Contacts
For useful guidance on relocating to Scotland visit: www.talentscotland.com

For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: www.edinburgh.gov.uk
In accordance with Working Time Regulations, no individual should knowingly be contracted to work for more than an average of 48 hours per week.

For Completion by Applicant (to be submitted along with application form)

- Do you intend on holding any other employment (either NHS or non-NHS) YES / NO

If yes please complete the details below:

Name and address of additional employer(s) ______________________________

______________________________________________________________

Average number of hours worked for this employer per week ______________

Signed ________________________________

Name ________________________________

For Completion by Appointment Panel

- Would the offer of this post put the applicant in a position whereby they would exceed the 48-hour working limit? YES/NO

Signed __________________________________________________________________

Please Note - It is the responsibility of the appointment panel to ascertain whether the prospective employee intends to retain any other post held in addition to the one for which they are applying.

Refer to the Recruitment Guidance Pack for further information regarding working time regulations.
### NHS LOTHIAN – Children’s Services
**Post: Band 6 – Deputy Charge Nurse/Team Leader**

**PERSON SPECIFICATION**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| **Personal Traits**       | Self confident and enthusiastic  
Approachable  
Articulate Communicator  
Flexibility  
Professional attitude to work  
Motivated to work within speciality |                                    |
| **Qualifications & Training**  
Level of education, professional qualifications, training and learning programmes/courses. | RN (Child)/RSCN  
Evidence of CPD in relevant speciality | BSc  
Cleanliness Champion |
| **Experience and Knowledge**  
Type of experience, level at which experience gained. Depth and extent of knowledge. | Effective clinical practice | Good knowledge of speciality |
| **Skills/Abilities**      | Good supervisory and assessment skills  
Ability to plan and organise work  
Good time management skills  
Excellent numeracy skills  
Effective written and oral communication skills | Ability to be innovative and problem solve  
Change management |
| **Specific Job Requirements**  
Environmental conditions, unsociable hours, car driver etc. | | |

*If you do not meet the essential criteria as detailed above then please do not apply for this post as you will not be short-listed*
1. JOB IDENTIFICATION

Job Title: Deputy Charge Nurse (Band 6)
Responsible to: Charge Nurse Band 7
Department(s): Paediatric Critical Care Unit (ICU/HDU/NNU)
Directorate: Women, Children and DCN
Operating Division: NHS Lothian University Hospitals Division
Job Reference: CS/2016/049N
No of Job Holders:
Last Update: December 2008

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will assess, plan, implement and evaluate the care of the neonate, infant, child and adolescent in the critical care environment. In the absence of the charge nurse, the post holder, will have continuing responsibility for the management of the critical care area including supervision and deployment of staff.

Provide specialist clinical practice and theoretical knowledge to the child, family, carers, colleagues, pre and post registration learners, support staff, medical students, other disciplines, and families.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

To support the paediatric Critical Care Unit clinical co-ordinator and charge nurses, and deputise in their absence.

3. DIMENSIONS

The post holder’s primary post will be within the paediatric Critical Care Unit, RHSC.

The post holder, in the absence of a charge nurse, has management responsibility for 17 beds in a paediatric intensive care / high dependency / neonatal unit. The patients consist of neonates, children and adolescents requiring intensive and high dependency care.
Other key staff with which the post holder will interact includes: - Medical / Therapists / Social Services / Finance / Support Services / Education Facilitators / Health and Safety and Risk Management.

The Lothian University Hospitals Division delivers services within the environment of a University teaching hospital setting.

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.

The post holder will have junior staff/learners reporting to them on patient care.

The post holder will supervise junior members of staff, learners, patients and carers.
4. ORGANISATIONAL POSITION

Director of Nursing
Chief Nurse
Clinical Nurse Manager

Charge Nurse Band 7

Band 6 (This Post)
Staff Nurse Band 5
Clinical Support Worker/Trainee Band 2

Service Manager
Retrieval Coordinator

5. ROLE OF DEPARTMENT

The Paediatric Critical Care Unit, Royal Hospital for Sick Children, is part of the Women and Children’s Services within NHS Lothian University Hospitals Division.

The Paediatric Critical Care Unit provides intensive care services for the children of Scotland, and High Dependency / Neonatal services for Lothian, Borders and Tayside regions of Scotland. Specialities include:- spinal surgery, plastic surgery, neurosurgery, neurology, general paediatric surgery, general paediatric medicine, and haematology / oncology.

The Paediatric Critical Care Unit is one of two sites that form the National Paediatric Retrieval Service for Scotland.

The Paediatric Critical Care Unit is a leading specialist centre providing family centred care in a child friendly environment, maintaining physical and psychosocial needs of all its children.
6. KEY RESULT AREAS

   **Professional**

   Practice at all times within the Nursing and Midwifery Council Code of Professional Conduct

   Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

   **Clinical**

   Ensure individualised care plans are in place for all patients in the designated clinical area.

   Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the Unit, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

   Ensure effective communication processes are in place to meet the needs of patients, relatives and other members of the multidisciplinary team.

   In support of the Charge Nurses ensure that all nursing staff are aware of, and work within, local, directorate and Division policies and procedures to ensure that safe working practices are maintained for both patients and staff.

   Propose and develop policies/procedures and working practices within clinical area and ensure they are implemented.

   Responsible for ensuring the agreed standard of patient care is delivered during span of duty and is monitored through participating in clinical audit.

   Where relevant be proactively involved in research programmes within the clinical area and implement and disseminate findings of relevance to the multidisciplinary team.

   **Managerial**

   Effectively and efficiently manage and forward plan the use of the nursing resource to ensure that appropriate skill mix is maintained at all times.

   In the absence of a Charge Nurse, assume responsibility for the management of daily operational responsibilities in the ward including work allocation, deployment and supervision of staff to ensure smooth running of the ward.

   Lead, support, counsel and appraise junior grades of staff to ensure development needs are identified and a cohesive multidisciplinary team approach is maintained.

   Lead specific allocated projects regarding future service development changes.

   Ensure patients property and valuables that are received by the ward for safekeeping are secured and processed as division policy.

   Ensure that equipment (both disposable and non-disposable) is maintained and stock managed within the available financial resource.

   Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate. In the absence of the Ward Manager, may be required to investigate and respond to the Patient Liaison Officer.

   Support the PICU Clinical Co-ordinator and Charge Nurses in nursing team development.

   In the absence of the charge nurse, manage a smooth and swift response of the paediatric retrieval team following a referral to the service from another centre.
In collaboration, direct the development, implementation and monitoring of critical care induction, recruitment, appraisal and performance management.

In collaboration with the Charge Nurses, assume responsibility for clinical and staff governance.

Provide support and guidance to junior and middle grade medical staff in collaboration with the consultant intensivist.

Education and Research
Undertake teaching of registered and non-registered staff, including pre and post registration students, and participate in the implementation of staff personal development plans.

Support the Ward Manager in the implementation of staff personal development plans to facilitate and meet ongoing educational and clinical needs.

Deliver teaching in internal / external study programmes.

Maintain up-to-date clinical skills and knowledge for delivering care to the identified group of patients e.g. direct clinical / bedside education for equipment training

Act as a resource of specialised knowledge and clinical expertise to ensure care delivered to the child and the family is appropriate, optimum, and evidence based. Act as a resource, educator, mentor for health professionals across the Division.

Initiate clinical audit and research, and implement findings where appropriate to ensure quality of service.

Teach, advise and coach patients, families and carers with regard to the condition and treatment options.

### 7a. EQUIPMENT AND MACHINERY

Post holder is expected to have knowledge and ability to use all equipment used in the area however may not have daily clinical involvement.

**Critical Care Equipment**

<table>
<thead>
<tr>
<th>What</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cerebral function analyser monitor (CFAM)</td>
<td>Machine to monitor cerebral function</td>
</tr>
<tr>
<td>Intra cranial pressure (ICP) monitoring</td>
<td>Machine to monitor pressure in the brain</td>
</tr>
<tr>
<td>Electroencephalograph (EEG)</td>
<td>Machine to assess electrical brain activity</td>
</tr>
<tr>
<td>Electrocardiograph (ECG)</td>
<td>Machine to assess electrical heart activity</td>
</tr>
<tr>
<td>Central venous pressure monitoring (CVP)</td>
<td>Machine to assess the central venous pressure</td>
</tr>
<tr>
<td>Arterial pressure monitoring</td>
<td>Machine to assess invasive blood pressure</td>
</tr>
<tr>
<td>Non-invasive monitoring</td>
<td>Machine to assess non-invasive blood pressure, oxygen saturations and temperature</td>
</tr>
<tr>
<td>Jugular bulb monitoring</td>
<td>Equipment to measure mixed venous oxygen saturation</td>
</tr>
<tr>
<td>Pulmonary artery pressure monitoring</td>
<td>Machine to assess pulmonary artery pressure</td>
</tr>
<tr>
<td>Cardiac output monitor</td>
<td>Machine to monitor cardiac output via pulmonary artery catheter</td>
</tr>
<tr>
<td>Doppler</td>
<td>Machine to locate blood vessels</td>
</tr>
<tr>
<td>Defibrillators / cardioversion machine</td>
<td>Machine to re-start the heart / convert a child from an abnormal rhythm</td>
</tr>
<tr>
<td>Blood warmers</td>
<td>Machine designed to heat blood prior to administration</td>
</tr>
<tr>
<td>Warming/cooling blankets</td>
<td>Machines to increase/decrease body temperature</td>
</tr>
<tr>
<td>Invasive ventilator</td>
<td>Machine designed to assist respiration by connecting to an endotracheal tube that is inserted into the</td>
</tr>
<tr>
<td>Medical Equipment</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>High frequency oscillator</strong></td>
<td>Machine to assist respiration by connecting to an endotracheal tube that is inserted into the lungs, as an alternative to an invasive ventilator.</td>
</tr>
<tr>
<td><strong>Non-invasive ventilator</strong></td>
<td>Machines designed to assist respiration by connecting to a mask (facial or nasal), or tracheostomy</td>
</tr>
<tr>
<td><strong>CPAP</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BiPAP</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Baby scales / weigh scales</strong></td>
<td>Accurate measurement of infant / toddler / child / adolescent’s weight.</td>
</tr>
<tr>
<td><strong>Inhalers:- MDI &amp; nebulisers</strong></td>
<td>Equipment to administer nebulised drugs</td>
</tr>
<tr>
<td><strong>Air compressors</strong></td>
<td>Machine to deliver nebuliser therapy in areas without piped air</td>
</tr>
<tr>
<td><strong>Airways:- Guerdel, naso &amp; oro pharyngeal, endotracheal, tracheostomy.</strong></td>
<td>Equipment to provide an adjunct to the patient’s airway.</td>
</tr>
<tr>
<td><strong>Intubation equipment</strong></td>
<td>Equipment used to initiate artificial respiration</td>
</tr>
<tr>
<td><strong>High/low pressure suction equipment</strong></td>
<td>Machines to regulate suction pressure for removal of respiratory or wound secretions</td>
</tr>
<tr>
<td><strong>Closed suction units</strong></td>
<td>Equipment to administer suction on an artificial airway whilst maintaining positive pressure ventilation</td>
</tr>
<tr>
<td><strong>End tidal CO₂ monitoring</strong></td>
<td>Machine designed to measure the level of CO₂ that is expired by a patient</td>
</tr>
<tr>
<td><strong>Transcutaneous CO₂ monitor</strong></td>
<td>Machine to measure the level of CO₂ via the skin.</td>
</tr>
<tr>
<td><strong>Respiratory rate monitor</strong></td>
<td>Machine designed to count the patient’s respiratory rate</td>
</tr>
<tr>
<td><strong>Oxygen therapy:- oxygen cylinders, flow meters, nasal cannulae, head box, rebreathe &amp; non-rebreath facemask</strong></td>
<td>Methods of delivering oxygen to a patient.</td>
</tr>
<tr>
<td><strong>Humidified therapy: - Cold (Inspiron), warm (humidifier), humidivent, analyser, 02 / air mixer</strong></td>
<td>Equipment for delivering humified oxygen +/- air to a patient.</td>
</tr>
<tr>
<td><strong>Ambu bag, anaesthetic bag (open ended hand ventilation system)</strong></td>
<td>Equipment used in resuscitation and to ventilate a patient by manual means via a mask, endotracheal or tracheostomy tube.</td>
</tr>
<tr>
<td><strong>Chest drainage system</strong></td>
<td>Equipment for draining patient’s chest.</td>
</tr>
<tr>
<td><strong>Nitric oxide machine</strong></td>
<td>Machine designed to administer nitric oxide</td>
</tr>
<tr>
<td><strong>Blood gas analyser</strong></td>
<td>Machine designed to assess levels of specified blood products from (e.g. arterial) blood</td>
</tr>
<tr>
<td><strong>Blood gas syringes &amp; capillary tubes</strong></td>
<td>Equipment for obtaining blood samples for blood gas analysis.</td>
</tr>
<tr>
<td><strong>Hoists</strong></td>
<td>Equipment to ensure safe lifting of a patient</td>
</tr>
<tr>
<td><strong>Glide sheets</strong></td>
<td>Equipment to ensure safe moving of patient</td>
</tr>
<tr>
<td><strong>PAT slide</strong></td>
<td>Equipment to ensure safe moving of patient</td>
</tr>
<tr>
<td><strong>X-ray boxes</strong></td>
<td>Machine to view X-rays</td>
</tr>
<tr>
<td><strong>Renal replacement therapy</strong></td>
<td>Therapy used in the event of a patient having renal failure</td>
</tr>
<tr>
<td><strong>Haemofiltration machine</strong></td>
<td>Machines designed to filter toxins from the blood via recirculation through the peritoneal fluid</td>
</tr>
<tr>
<td><strong>Peritoneal dialysis machine</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Haemachron machine</strong></td>
<td>Machine to measure blood clotting time</td>
</tr>
<tr>
<td><strong>Infusion devices</strong></td>
<td>Machines designed to administer specific medicines and fluids at specific rates</td>
</tr>
<tr>
<td><strong>Syringe drivers</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Patient &amp; nurse controlled analgesia (PCA) pumps</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Epidural pumps</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Parenteral infusion pumps</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Enteral feeding pumps</strong></td>
<td></td>
</tr>
</tbody>
</table>
Transport equipment
Ventilation
Monitoring
Fluid control
Suction

Equipment designed to support a patient who is being transported between 2 points. Functionally the same as stated above but dependent on battery power.

Sleep studies monitor

Machine to monitor patient non-invasively whilst sleeping.

Babytherm

Equipment to nurse neonate inside to control environmental temperature.

Radiant warmer

Equipment to provide direct overhead heat to patient.

Phototherapy lights

Equipment to provide phototherapy for neonate.

Electric & manual breast pump

Equipment to express breast milk.

Feeding systems: - oro / naso gastric, oro / naso jejunal, transpyloric, transanastomotic tube, PEG & gastrostomy

Equipment used to provide enteral drainage & feeding.

Stoma bags & attachments

Equipment to support the patient with a stoma.

Cervical collars

Equipment to immobilise the patients cervical spine.

Nursing call system

Machine to call for assistance.

Door entry system

Machine for accessing patient area.

Pneumatic tube system

Machine for delivering (and receiving) articles to, and from, other departments in the hospital.

Anti embolus stockings

Equipment to reduce the risk of leg emboli.

7b Systems

<table>
<thead>
<tr>
<th>What</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>PICANet</td>
<td>Electronic national collection of clinical paediatric critical care information</td>
</tr>
<tr>
<td>Payroll</td>
<td>Collation of pay information</td>
</tr>
<tr>
<td>4D Patients</td>
<td>Patient administration system – electronic collection of non clinical and clinical patient information</td>
</tr>
<tr>
<td>4D Labs</td>
<td>Laboratory results reporting system</td>
</tr>
<tr>
<td>DATIX</td>
<td>Incident reporting system</td>
</tr>
<tr>
<td>Off duty and annual leave</td>
<td>Roster shifts and appropriate skill mix</td>
</tr>
<tr>
<td>Intranet / Internet</td>
<td>Accessing Policies and Procedures / using internet links for communication and research.</td>
</tr>
</tbody>
</table>

8. ASSIGNMENT AND REVIEW OF WORK

The post holder’s work is generated from the child’s needs, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the child.

The post holder will be responsible to the Charge Nurse who will provide clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be in the main, self-directed under the leadership of the Charge Nurse.

The post holder will delegate/allocate work to the nursing team.

The post holder will act on behalf of the Charge Nurse when required and be accountable 24/7 in periods of absence.
### 9. DECISIONS AND JUDGEMENTS

- Analysis and assessment of patient condition to establish continuing care plan making autonomous decisions on the assessment of more complex patient and providing advice to enable and empower the multidisciplinary team to make clinical decisions.
- Provide clinical and professional advice to the multidisciplinary team.
- Assess any changes to patient condition and ensure appropriate action is taken.
- In the absence of the charge nurse, make decisions on the use of Unit resources inclusive of staff.
- Recognising staff performance issues and appraise accordingly.
- Anticipate workload, taking into consideration elective and unplanned emergencies, to ensure smooth running of the Unit.
- Ensure adequate skill mix and nurse: child ratios as agreed within the PICS Standards Document (DoH 2001).
- Understand own role within the Child Protection policy and process and act accordingly.

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

- Achieving a balance between the demands of direct patient care and existing resources in a complex dynamic environment.
- Leading, developing and motivating the nursing and multidisciplinary team.
- Addressing the equality and diversity needs of children, families, carer’s staff, and the multidisciplinary team.
- Maintaining quality of service within the existing resources.
- Close monitoring of the child, troubleshooting acute and chronic complex care needs, to avoid / predict deterioration, and manage the care of the very sick child, including resuscitation, plus ongoing care needs.
- Be able to function in the roles of clinical nurse, ward manager and clinical leader, providing advice and assistance to colleagues.
- Implement change effectively.
- Time management.
- To communicate with empathy and act as the child’s advocate in potentially demanding and challenging situations.

### 11. COMMUNICATIONS AND RELATIONSHIPS

- Provide effective and efficient communication and working relationships with colleagues, children, families, carers, and the general public.
- Maintain an awareness of current Trust issues and impart information to colleagues.
- Liaise with the multidisciplinary team within their department to ensure optimum care is given.
- Liaise with the multidisciplinary team on service needs and requirements.
Maintain effective and supportive communications within the nursing team and with other professionals. Liaise with staff of other units and departments in the Trust. Liaise with external organisations and other Trusts appropriately. Share the responsibility and accountability for clinical leadership, encouraging active membership on relevant committees, shared governance councils, and project groups.

In consultation with staff, discuss complex Personal Performance Development and Appraisal matters in a constructive manner.

Internal Communication
Principal Nurse
Directorate Manager
Clinical Co-ordinator
Multidisciplinary Leads
Support Services
Human Resources
Health and Safety
Risk Management

External Communication
Voluntary Agencies
Scottish Ambulance Service
Community Health Practitioners (GP, Health Visitors, School Nurses and Community Midwife)
Social Work
Children
Parents
Carers
General Public
Higher Educational institutions and staff organisations.

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

Physical Skills: Constant

Documentation of continuous child’s observations on paper
Child care / access in BabyTherm
Administer drugs via: - oral, feeding tubes, rectally, intravenous injections, subcutaneous / intramuscular injections, syringe pumps and infusions
Insertion / removal of urinary catheters whilst supporting and distracting an anxious child
Removal of sutures / clips whilst reassuring and distracting an anxious child
Placement of naso/oro-gastric, naso/oro-jejunal tubes whilst reassuring and comforting the child.
12-lead ECGs.
Intravenous cannulae / venepuncture and secure to prevent disconnection
Phlebotomy – capillary / venous / arterial lines
Intravenous additives
Inotropics infusions
Safely maintain intravenous infusions and administration of medications as per policy. Ensure correct dosing of medications to child’s weight, gestation, age and surface area (where appropriate).
Blood Glucose monitoring
Invasive and non-invasive equipment according to child size.
Basic life support
Advanced life support.
Advanced maintenance of child’s airway (ambu / anaesthetic bag)
Assist with intubation and extubation
Semi-automatic Defibrillator.
Non invasive ventilation:- CPAP, BIPAP management
Invasive ventilation
Tracheostomy care.
Suction:- airways and artificial airways
Chest physiotherapy
‘Log’ rolling
Passive limb exercises
Dialysis Equipment.
Haemofiltration.
Changing bed linen with child in bed
Assist with breast feeding
Use of retrieval equipment for transferring child to other departments within the hospital.

Physical Demands: Constant
Child movement with use of mechanical and non-mechanical aides
Push trolley’s, wheelchairs, beds, cots, and BabyTherms
Lifting child in and out of parents lap / chair / bed / cot / BabyTherm with monitoring / tubes / lines in situ
Stand/walking and physically active for the majority of shift.
Activities of daily living.
Ergonomics
Reaching / accessing monitors and equipment at child’s bedsides
Cleaning patient care area
Dismantling and setting up patient equipment / bed space.

Mental Demands: Constant
Concentration required when receiving handover of patient information, checking documents / patient notes and calculating drug doses, whilst subject to frequent interruptions from patients / relatives / colleagues / and team members
Concentration required when observing child’s movement, colour, temperature and other variable parameters because the child’s communication may be limited, and therefore more vigilance is required.
Monitoring, interpretation, and troubleshooting acute and chronic changes
Initiating and performing resuscitation
Time management.
Communication difficulties (multidisciplinary, multicultural, deaf, blind, intubated, sedated, age and developmentally limited)
Developed leadership skills.
Developed responsibility skills
Bleep holder
On call commitment
Service changes.
Organisational changes.
Political agendas.
Workforce planning.

Emotional Demands: Constant
Communicating with distressed/anxious/worried children / families / carers, in an acute critical care setting.
Communicating complex issues with the child, family, carers and multidisciplinary team.
Caring for the terminally ill children, offering support, guidance and compassion to the families and carers.
Caring for children following receipt of bad news and supporting the family and carers
Regular support and care of bereaved families
Involvement with issues surrounding organ donation, withdrawal of life support, and ‘Do Not Resuscitate’ orders.
Personal / interpersonal stressors.
Spiritual care of children, their families, carers and colleagues
Multicultural awareness
Maintaining a professional attitude and support families, carer, and staff during child protection issues.

Working Conditions: Constant
Looking at monitor screens
Exposure to audible alarms without volume control
Exposure to body fluids several times each shift.
Exposure to potentially noxious gases – anaesthetic, nitric
Exposure to Phototherapy lights
Exposure to X-rays, Scans
Exposure to verbal aggression, anger, hostility and fear – high frequency.
Temperature / air quality of working environment.
Enclosed in isolation cubicle / bedside, unable to leave child for fluid or toilet break until relieved by another
Confined access to child and around bed (HDU)
Ergonomics.

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

First Level Registered Nurse (Child branch / RSCN) with relevant experience at Band 5 demonstrating the appropriate competencies and skills for the job.

Educated to degree level (or working towards)

Evidence of further education including post-graduate certification/diploma/Continuous Professional Development qualification relevant to this speciality e.g. PALS, APLS, ENB 998, BSc PICU module

Evidence of excellent team working skills with ability to work using own initiative.

Effective listening and interpersonal skills.

Time management skills/ability to prioritise workload.

Experience of Mentorship / Preceptorship of junior staff

IT 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:

Head of Department Signature:
NHS Lothian is determined to improve the way their staff works so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

NHS Lothian – Our Values into Action:

Care and Compassion
- We will demonstrate our compassion and caring through our actions and words
- We will take time to ensure each person feels listened to, secure, understood and is treated compassionately
- We will be visible, approachable and contribute to creating a calm and friendly atmosphere
- We will provide a safe and caring setting for patients and staff, and an efficient, effective and seamless care experience
- We will meet people’s needs for information and involvement in all care, treatment and support decisions.

Dignity and Respect
- We will be polite and courteous in our communications and actions
- We will demonstrate respect for dignity, choice, privacy and confidentiality
- We will recognise and value uniqueness and diversity
- We will be sincere, honest and constructive in giving, and open to receiving, feedback
- We will maintain a professional attitude and appearance.

Quality
- We will demonstrate a commitment to doing our best
- We will encourage and explore ideas for improvement and innovation
- We will seek out opportunities to enhance our skills and expertise
- We will work together to achieve high quality services
- We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

Teamwork
- We will understand and value each other’s role and contribution
- We will be fair, thoughtful, welcoming and kind to colleagues
- We will offer support, advice and encouragement to others
- We will maximise each other’s potential and contribution through shared learning and development
- We will recognise, share and celebrate our successes, big and small.

Openness, Honesty and Responsibility
- We will build trust by displaying transparency and doing what we say we will do
- We will commit to doing what is right – even when challenged
- We will welcome feedback as a means of informing improvements
- We will use our resources and each other’s time efficiently and wisely
- We will maintain and enhance public confidence in our service
- We will be a positive role model.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.
NHS SCOTLAND APPLICATION PROCESS

The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.

Once in receipt of the application pack it is essential to read both the job description and person specification to gain a full understanding of what the job entails and the minimum criteria required.

Please note for equal opportunity purposes NHS Lothian do not accept CV’s as a form of application.

General guidance

There are currently three ways of applying for vacancies within NHS Lothian:

- On-Line: www.jobs.scot.nhs.uk
- Telephone (hard copy): 0131 536 3030
- Email: recruitment@nhslothian.scot.nhs.uk

If you are applying by ‘hard copy’ please use black ink and write clearly in block capitals.

- The vacancy reference number, job title and location can be obtained from the job advert.
- The candidate number will be populated by recruitment team once the application has been returned. This is to ensure each application remains anonymous.
- Only part C of the application form will be sent for short listing. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
- Please complete all sections of the application form. Those sections that are not relevant please indicate ‘not applicable’, do not leave blank.
- Feel free to use additional paper if required, but please note that this section has a size limit of 7,500 characters which is approximately 2 X A4 Sheets and text exceeding this limit may be truncated. Please do not add your name to any additional information provided; secure it to the relevant section and Recruitment Admin will add a candidate number.

For general help and advice on how to complete an application form visit: www.myworldofwork.co.uk/content/job-application-form-advice

Please return completed application forms to:

The Recruitment Centre, Staff Residencies, St John’s Hospital, Howden Road West, Livingston, EH54 6PP

When returning your completed application and any associated enclosures by Royal Mail, please ensure that the correct postage is paid. Underpaid mail will be retained by the Post Office which will result in applications not being returned until after the closing date and not being included for short listing.

WORKFORCE EQUALITY MONITORING

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce which will enable us to make comparisons locally, regionally and nationally.
NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed at:
www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx