

Golden Jubilee Foundation

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Recruitment line: 0800 0283 666

Dear Candidate

POST: Charge Nurse 3 West
HOURS: 34.50 per week
CLOSING DATE: 16 October 2019

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately, due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. 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.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Sandra Hill
Recruitment Assistant

Golden Jubilee Foundation

Information Pack

For the post of

Registered Nurse 3 East

34.50 Hours Per Week

Reference Number: SHOW/3340

Closing Date: 16 October 2019



Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

recruitment@gjnh.scot.nhs.uk

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader 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 person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Golden Jubilee Foundation

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£30,401 to £38,046 per annum (pro rata)

3. Grade

This post is offered at Band 6.

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

34.50 Hours per week

6. Tenure of Employment

This post is offered on a Permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days annual leave on appointment

37 days annual leave after 5 years

41 days annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.

GOLDEN JUBILEE NATIONAL HOSPITAL

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Charge Nurse Band 6

Department(s): Nursing/Cardiothoracic Wards

Reports to : Senior Charge Nurse

Job Holder Reference:

No of Job Holders: 1

2. JOB PURPOSE

The post holder will be expected to function as an independent practitioner/clinical expert by virtue of their in-depth knowledge and experience. They will assist in leading and managing a team of staff as delegated by the Line Manager.

The post holder will initiate and manage projects which will deliver enhanced patient care and inform best practice statements.

Act as deputy to Senior Charge Nurse

The post holder will have responsibility for management and clinical leadership of area of responsibility, including supervision, development and deployment of staff.

3. ORGANISATIONAL POSITION

Director of Nursing and Clinical Services

Nurse Manager

Senior Charge Nurse

Charge Nurse (this post)

Registered Nurse

HCSW Band 2/3

4. SCOPE AND RANGE

The post holder will contribute to the monitoring and management of the ward budget.

Has a responsibility for ensuring cost effective staff utilisation in line with workload

requirements

Leads the staff in the setting, implementation and evaluation of standards of evidenced based nursing practice.

Will participate in hospital/unit cover as required.

In the absence of the SCN, deputises and leads the ward team.

5. MAIN DUTIES

NURSING PROCESS

- Assess patient needs and evaluate a programme of care which is evidence based and involves the patient, family, carers and significant others.

LEGAL & ETHICAL

- Practice within the legal and ethical framework as established by the nursing Midwifery Council and national legislation to ensure the patients interests and well being are met.
- Work within the NHS special health board and H&S Executive legislation guidelines and procedures/policies.
- Empowering patients to take responsibility for their health, well being and future lifestyle by practising in an open and transparent manner thereby ensuring patients have the relevant information to participate in decisions about their care.
- Involvement in reviewing and developing new policies and procedures.
- Maintain patient records in line with NMC guidelines for record keeping.

LEADERSHIP & MANAGEMENT

- Manage and provide clinical leadership to team in the absence of the Team Leader
- Assist members of the team in planning, priority setting and decision-making. This would include establishing clear, concise achievable and measurable objectives to meet the patient's needs.
- Be a role model for the team by representing the values and beliefs of the nursing profession as well as that of the organisation.
- Initiate and lead in the development and implementation of clinical audits and subsequent improvements in order to measure and enhance individual and team performance.
- Provide encouragement and motivation to link nurses and other staff throughout the hospital.
- Deputise on a shift basis in the absence of the Senior Charge Nurse regarding bed management.
- Support staff in establishing personal development plans.

- Participate in appraisal of nursing staff utilising knowledge gained from the implementation of projects and staff training.
- Take account of the role, skills and competence of staff when delegating work.
- Demonstrate the ability to function competently both as a leader and member of the multi-disciplinary team and understand and acknowledge the role and function of other members of the team.
- Manage complaints and ensure subsequent solutions are achieved within the clinical area.
- Demonstrate clear understanding of organisational goals.
- Demonstrate a systematic, flexible and innovative approach to problem solving and decision-making.
- Participate in recruitment and selection process.
- Demonstrate an understanding of equal opportunity policies and organisational recruitment policies.
- Undertake senior nurse role.

CLINICAL GOVERNANCE

- Access, appraise and critically apply the evidence base for Clinical Practice.
- Take responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for safe and effective practice.
- Maintain a record of professional development.
- Evaluate nursing practice by leading in research and clinical audit where appropriate.
- Select and implement evidence based Nursing Interventions to meet the individual needs of patients using National Guidance and Standards as produced by Quality Improvement Scotland and in line with Strategy for Nursing.
- Initiate and implement the findings from research and clinical audit where appropriate.
- Mentor pre and post registration student nurses. Liaise with the academic centres to ensure the standards required for audit purposes are maintained.
- Implement and evaluate preceptorship programme for all newly qualified nursing staff within the clinical area.
- Prepare and deliver formal and informal teaching sessions and support others in providing education for patients, relatives and colleagues.
- Utilise appropriate risk assessment tools in order to identify actual and potential risks and implement appropriate interventions and report outcome to the line manager.
- Works within other nursing departments if required

6. SYSTEMS AND EQUIPMENT

The post holder is responsible for inputting information into the clinical information system and also into patient's written medical records. They will comply with the Data Protection Act, Caldicott Report and local policies regarding confidentiality and access to medical records.

They also have a responsibility to ensure that junior staff are adhering to the mentioned policies.

Ability to access e-mail using outlook express.

Ability to access intranet for organisational policies and procedures.

Use of sophisticated medical equipment.

Use of manual handling equipment.

Ability to input information onto SSTs, ward proforma and weekly status report, in the absence of the Senior Charge Nurse.

7. DECISIONS AND JUDGEMENTS

Functions autonomously in clinical practice.

Ensures effective running of the unit in the absence of the Line Manager.

Has ability to anticipate, by using expert knowledge, changes in patient's conditions and implement the appropriate actions required.

Makes daily judgements as to staffing levels required without assistance.

Has the ability to challenge decisions made by others if they are against policy or not in the best interest of the patient.

Adopt the concept of customer care and develop it within their peer and junior staff groups and to challenge any interaction, which fails to deliver a quality service to internal and external customers.

Give feedback on performance directly and sensitively in a timely manner whether the issue is positive or otherwise. Performance issues in general will be communicated to the C.N.M.

The ability to respond to complex/demanding patient situations, both clinically and administratively.

This post is supervised by the Line Manager who is based clinically within the unit but may not always be on shift.

Act as a resource in area of speciality and provide educational leadership to promote a consistent co-ordinated approach to professional and practice development throughout the department.

8. COMMUNICATIONS AND RELATIONSHIPS

Engages in effective communication with patients, relatives and visitors.

The post holder will have contact with the other clinical and non-clinical units within the hospital. They will be required to communicate and give support to the other staff within the organisation.

The post holder has a responsibility for maintaining the morale within the unit and setting an example to the other staff by using good communication skills.

Provides support, empathy and reassurance in the delivery of patient care.

Frequently communicates complex and sensitive information in an understandable way to patients and their relatives/carers to enable them to make informed decisions about future care. This may include giving distressing and unwelcome information about the nature of the patient's condition or progress.

They will be required to deliver both formal and informal teaching sessions and support others in providing education for patients, relatives and colleagues.

Be able to communicate at all levels throughout the organisation in a mature and reasoned manner.

9. PHYSICAL DEMANDS OF THE JOB

Working with patients in a confined area.

Moving and Handling of patients from self caring to total dependence

Moving and Handling of ward equipment

Walks/stands for most of shift

Frequent exposure to body fluids/therapeutic products/soiled linen

Assist with or undertake EPP in defined areas therefore requiring appropriate OH Screening and clearance.

Frequent alternating shift patterns (including day shift/night shift)

Working in space confines

Dexterity and accuracy for performing physical skills including defibrillation and the removal of indwelling/invasive devices.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Dealing with situations that arise for which you have limited experience/knowledge.

Having the ability and experience to challenge decisions made by members of the multidisciplinary team which do not conform to policy or are not in the best interests of the patient.

Performing mentally challenging tasks whilst being constantly interrupted by outside influences such as other members of staff, relatives and the telephone

Achieve a balance between the demands of direct patient care within existing resources.

Frequently communicates and supports distressed/anxious worried relatives/patients and colleagues.

To challenge anti-social behaviour demonstrated by patient's relatives and staff.

Frequently dealing with physically abusive patients including patients suffering from post bypass psychosis.

Leading, developing and motivating a team in a challenging clinical environment.

In conjunction with the Senior Charge Nurse and in his/her absence, manage manpower and staffing levels, striving to maintain a safe mix and staff numbers to ensure patient care is not compromised.

To deal with performance issues in a positive and constructive manner.

11. EDUCATION, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

1st level registered nurse

Extensive post registration experience

Ability to demonstrate competence of main duties outlined in the job description

Certificate in specialty or relevant clinical experience

Proven previous clinical management experience at 'e' grade or equivalent

12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Recruitment Person Specification

The aim of this form is to record the criteria applicants need to meet to qualify for appointment to the vacant post. It must be completed before the recruitment process begins and must reflect the job description for the post.

	Essential	Desirable
Qualifications/Training	Registered Nurse Knowledge of Cardiac / Thoracic conditions ILS Trained	> 5years clinical experience
Experience	Able to work within a multi-professional team, ensuring a high standard of patient care met. Previous Experience within Cardiothoracic Surgery Able to understands the need to practice within the Legal & Ethical framework as established by Nursing & Midwifery Council (NMC) and National Legislation to ensure patient safety, confidentiality, interests and well-being.	Evidence of Leadership skills
Skills/Knowledge	Take responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for safe effective practice.	
Additional job requirements Eg. car driver, unsocial hours	Is flexible with shift patterns, willing to work unsocial hours including weekends.	
Any other additional information		