

## Golden Jubilee Foundation

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Telephone: 0141 951 5000  
[www.goldenjubileefoundation.org](http://www.goldenjubileefoundation.org)

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Clydebank G81 4DY  
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Chair: Susan Douglas-Scott CBE  
Chief Executive: Jann Gardner  
Recruitment line: 0800 0283 666

Dear Candidate

**POST: Registered Nurse/Anaesthetic Assistant**  
**HOURS: Full and Part time hours available**  
**CLOSING DATE: 20 November 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

Recruitment Assistant



**Golden Jubilee Foundation**

**Information Pack**

**For the post of**

**Registered Nurse/Anaesthetic Assistant**

**Full and Part Time hours available**

**Reference Number: SHOW/3371**

**Closing Date: 20 November 2019**

**Previous applicants need not apply**



## **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 to 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**

£24,670 to £30,742 per annum (pro rata)

**3. Grade**

This post is offered at Band 5.

**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**

Full and Part time hours available

**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.

## Golden Jubilee Foundation

### 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](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis.

## GOLDEN JUBILEE NATIONAL HOSPITAL

### JOB DESCRIPTION –

#### 1. JOB IDENTIFICATION

**Job Title:** Band 5

**Department(s):** Nursing

**Responsible to:** Theatre Services Manager

**Job Holder Reference:**

**No of Job Holders:**

#### 2. JOB PURPOSE

To work within the nursing and multi-professional team to ensure a high standard of care to a defined patient group.

The post holder will be expected to function as an independent practitioner acting as the patients advocate throughout their journey in theatres providing safe, dignified and quality effective care.

Assist with the continual assessment of the conscious/unconscious patient's care needs within the operating department.

Carry out assigned duties to maintain cleanliness, sterility, order and safety within the Theatre environment, including cleaning tasks not undertaken by housekeeping.

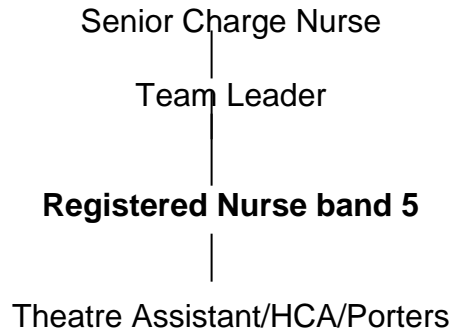
Undertake associated clerical and patient centred duties, under indirect supervision of senior staff.

#### 3. ORGANISATIONAL POSITION

Director of Nursing

Head of Operation

Theatre Services Manager



#### **4. SCOPE AND RANGE**

- No direct budgetary responsibilities.
- An awareness of resource consciousness is required.
- May be required to supervise qualified and unqualified staff, however, they will have no direct line management responsibility.
- Indirect Reports – Theatre Assistants, Health care Assistants, Porters, Preceptees and Students

#### **5. MAIN DUTIES/RESPONSIBILITIES**

##### **NURSING PROCESS**

- Ability to organise own workload with regards to assessing patient needs, planning, implementation and evaluation of a programme of care which is evidence based utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others.
- Identification and sourcing of necessary resources to ensure patient receives the planned care.
- Under the indirect supervision of senior staff, the post holder will deliver a high standard of patient care, in both the scrubbed and circulating roles.
- Recognising and responding to clinical emergencies, utilising skills learnt to assist in clinical emergencies.
- Participate in all aspects of theatre circulating duties, anticipating the requirements of the operating team and alerting them of any changes.
- Checking, recording, and opening of all sterile surgical trays/swabs/blades/needles/drugs etc and associated supplies required by the operating team.
- Collect and record specimens obtained during surgery ensuring clear and concise details are kept. Ensuring accurate labelling, adoption of appropriate transferral systems and safe handling of specimens in accordance with local policies
- Maintain and manage stock levels of all supplies to support the running of the department area in order to promote the effective and efficient use of resources.
- Assist the anaesthetist with all aspects of care including drawing up drugs for



anaesthetist use if required.

- Will be redeployed to other theatre areas as required.
- Rarely redeployed to other nursing units within GJNH

### **LEGAL & ETHICAL RESPONSIBILITIES**

- Practice within the legal & Ethical framework as established by Nursing Midwifery Council (NMC)/HCPC and National Legislation to ensure patient interests and well-being are met.
- Empower patients to take responsibility for their health, well-being and future lifestyle by practising in an open transparent and inclusive manner, thereby ensuring patients have the relevant information to participate in decisions about their care.
- Responsible for maintaining patient records within agreed standards.
- Take all measures to ensure the safety of staff, patients and visitors. Report all accidents, incidents and near misses to the Nurse in Charge. Complete relevant forms and take appropriate preventative action.
- Work within the defined policies, procedures, standards and protocols of the department and directorate to ensure the maintenance and delivery of safe working practises whilst simultaneously providing a high quality service for patients and colleagues
- Maintain patient confidentiality at all times.

### **HEALTH & SAFETY**

- Duty of care is exercised, responsible for promoting a safe working environment
- Identifies and reports malfunctioning equipment
- Identifies and reports malfunctioning equipment
- To ensure that all theatre equipment is maintained and is safe for use.
- Assist with the safe positioning of conscious / unconscious patients, in accordance with the moving and handling policy.
- Utilise appropriate risk assessment tools in order to identify actual and potential risks and implement appropriate interventions and report outcome to the line manager.

### **LEADERSHIP & MANAGEMENT**

- Enhances the working environment through teamwork through mutual respect of others.
- Motivates and encourages self and others to achieve team and organisational goals.
- Participate in the development and implementation of the philosophy and objectives of the team whilst developing leadership skills and provide leadership when required.
- Contributes to and influences practice development within the clinical area.
- Recognise the importance of resolving complaints timeously and effectively at local level and escalate as appropriate
- Teaching new staff, students and untrained staff, helping to guide them through the individual theatre setting.
- Develop the roles by using evidence-based practise and continuously improve own knowledge.

- Takes charge of a theatre and organises workload appropriately, highlighting any concerns to the Senior Charge Nurse

### **CLINICAL GOVERNANCE**

- Take responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for safe and effective practice.
- Select and implement evidence based Nursing interventions to meet the individual needs of patients using National Guidance and standards set by NHS Health Improvement Scotland in line with Strategy for Nursing.
- Responsible for preceptorship and mentorship of qualified staff, student nurses and unit assistants undertaking the SVQ programme.
- Set goals using a performance work plan.
- Support the implementation of research clinical audit where appropriate.
- Maintain a record of professional development.
- Demonstrates a sound knowledge of customer care in line with the Nursing Strategy.
- Participates in continuous process improvements and make recommendations for change with regard to clinical and non-clinical policy.
- Could be required to take on additional responsibility, associated with departmental training and or link nurse following 1 year in post
- Contributes to the investigation of facts in adverse incidents
- Utilise appropriate risk assessment tools in order to identify actual and potential risk and report the outcome to the Line Manager.

## **6. SYSTEMS AND EQUIPMENT**

### **SYSTEMS**

- Telephone system.
- 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 Guidelines and local policies regarding confidentiality and access to medical records.
- They also have a responsibility to ensure that their subordinates are adhering to the mentioned policies.
- Ability to access e-mail using outlook express.
- Ability to access intranet for organisational policies and procedures
- Ability to access internet for evidence based practice guidelines.

### **EQUIPMENT**

#### **Very Specialised**

- Anaesthetic Machines
- PHACO Machine
- Endoscopy Trolley
- Drills & Saws

- Intra aortic Balloon Pump

#### **Specialised**

- Diathermy Machine
- Operating Table
- Table Attachments

#### **Generic**

- IV Pumps
- Use of manual handling equipment.

## **7. DECISIONS AND JUDGEMENTS**

- Uses own initiative and acts independently within the bounds of existing knowledge and skills.
- Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner.
- Exercises the ability to challenge any interaction, which fails to deliver a quality service to external and internal customers.
- Performance is monitored on an ongoing basis and is appraised annually.
- Adopts and develops the concept of customer care and exercises the ability to challenge any interaction which fails to deliver a quality service to internal and external customers.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

- Engages in effective communication with patients, relatives and visitors.
- Effective verbal, non-verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical areas.
- The same communication abilities should be evident with external agencies/social services.
- This includes dissemination of information for example – specific instructions pertaining to patient management.
- Provides support, empathy and reassurance in the delivery of patient care.
- Active role in surgical brief and leading/participating in surgical pause

## **9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

#### **Physical Skills**

- Administration and management of intravenous therapies
- Insertion of urinary catheters

- Removal of Sutures
- Manipulation of fine instruments and ability to alter parameters on specialist equipment i.e. Phaco Device /Defib. Paddles

#### **Physical Demands**

- Standing in fixed position for long periods during procedures
- Working with patients within confined areas.
- Frequent re positioning of patients both, conscious or unconscious. Handling confused and agitated patients.
- Participating in resuscitation attempts.
- Frequent lifting of instrument trays. Manual handling skills are necessary.
- Pulling heavy carts from Theatre to lifts and from lifts using cart pusher when required.
- Lifting instruments from carts using tray lift for heavier trays
- Standing/walking for the majority of the shift.

#### **Mental Demands**

- Concentration required when checking instrumentation, documents/case-notes and calculating drug dosages and drawing up drugs, while subject to frequent interruptions from patient/relatives/team members.
- Concentration required when observing patient behaviours, which may be unpredictable.
- Concentration required for long periods
- Ability to rapidly response to critical changes in patients condition

#### **Emotional Demands**

- Communicating with distressed, anxious, worried patients/relatives.
- Caring for patients during and immediately after receipt of bad news (occasionally).
- Communicating with difficult personalities within the multidisciplinary team in order to enable effective patient management.
- Occasional exposure to verbal aggression.

#### **Working Conditions**

- Constant exposure to working in an artificial light environment
- Exposure to blood and body fluids and the application of standard precautions
- Unpredictable break patterns and staff patterns
- Required to cover on call and weekend/evening shifts, interruption to sleep patterns/ unpredictable shift pattern

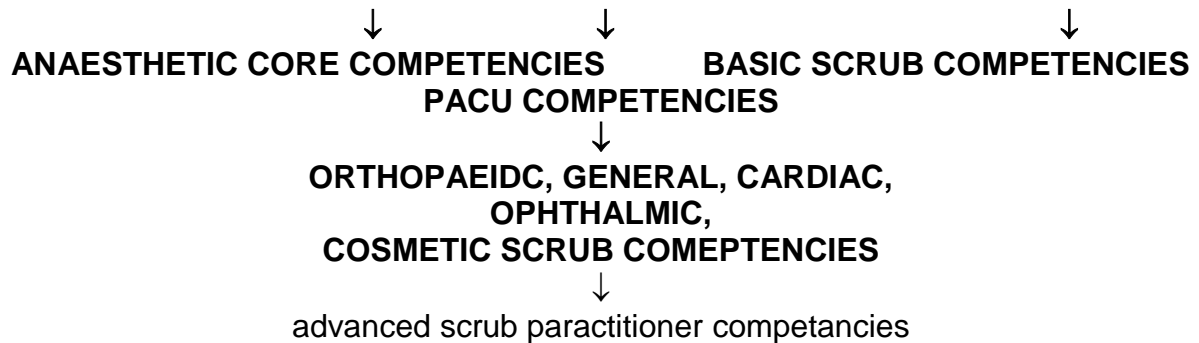
### **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Working within a developing infrastructure in which processes are continually evolving.
- Occasional interaction with customers utilising the facility that present situations of a complex or challenging nature.
- The requirement to rapidly increase knowledge and skills.
- Ability to adopt a commonsense approach to undertake infrequently performed clinical activity.

## 11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- 1<sup>st</sup> Level Registered Nurse or Diploma/Degree in Operating Department Practitioner
- Ability to participate and complete core theatre competencies within 3 months. Able to complete specialised programme in 9 months
- Evidence of team working skills with ability to work using own initiative.
- ILS certification or working towards.
- Ability to fulfil criteria outlined in the job description.
- Complete relevant departmental clinical competencies

### THEATRE INDUCTION PROGRAMME COMPETENCIES



## 12. 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:**

## Recruitment Person Specification

BAND 5 RN/ODP- Anaesthetic Assistant

	<b>Essential</b>	<b>Desirable</b>
Qualifications/Training	1 <sup>st</sup> level RN/ODP	Completed SMAAD core competencies
Experience	Previous experience as anaesthetic assistant, or in recovery or critical care	post registration experience within theatres
Skills/Knowledge	Application must demonstrate a desire to work as an anaesthetic assistant within the peri-op environment. IE must specifically state why applying for post in this area.	Knowledge of specialist equipment Ability to take a lead role whilst on call
Additional job requirements Eg. car driver, unsocial hours	Flexibility in working hours with the ability to be part of local and national on call rota and available for weekend working	
Any other additional information	Will be required to act as senior staff in their absence	