

Job Role Profile

	Job Title:	Registered Nurse		
	Department:	WQSEC		
	Direct Supervisor:	Nurse	Matrix Report line:	
	Number of Direct Reports/Matrix Reports:		Job Number/ Job Code:	
	Location:	WQSEC	Position Number:	

1	Job Purpose:
	To support the senior staff in the day to day management of patients in the assessment unit and ensure service complies with appropriate legislation, policy and guidance. This includes supporting and training the staff team in implementation and compliance with the policies and procedures of the Scottish Epilepsy Centre. To take a lead nurse role in the absence of the senior nurse.
	To take an active role in the implementation of the nursing process. To assess patients, plan, implement and evaluate care, and to maintain associated records
	To provide clinical supervision to others including support staff and students.
	To provide direct support to patients in all aspects of activities of daily living.
	To participate as an active member of the multi-disciplinary team.

	To assist the team in the assessment of all patients and in the running of the unit.
2	<p>Dimensions: i.e. budget, no. of staff, areas of work etc.</p> <p><u>Management</u></p> <ol style="list-style-type: none"> 1. To assist in ensuring effective communication at all levels within the project and foster a team spirit within the staff group. 2. To work closely to support the work of the management team, assist in the day to day operation of the service in their absence. 3. To assist in ensuring the equitable and appropriate distribution/delegation of duties among staff when on duty. 4. In conjunction with senior staff ensures that staff resources are utilised efficiently including managing short notice absence. 5. To ensure effective management of unit resources including stores, supplies and medicines. 6. To participate in the identification of risk and risk management strategies. To utilise risk assessment procedures and accident incident reporting to identify and manage risks to patients. 7. To maintain records relating to various functions of the Assessment Unit as required. 8. To prepare reports as required 9. Report incidents and accidents as appropriate 10. To assist in ensuring that the requirements of the Health & Safety at Work Act are implemented and that all alarm systems and evacuation procedures function satisfactorily recognising responsibility to visitors. 11. Undertaking and engagement with audit processes. 12. To co-operate or participate in relevant research projects, as applicable. 13. To engage and participate in continuous improvement through leadership and SEC improvement network. <p><u>Staff</u></p> <ol style="list-style-type: none"> 1. To assist in ensuring that staff work within the philosophy, policies and procedures of the organisation. 2. To provide teaching, guidance, supervision and support for support staff and student nurses. 3. To act as a role model to support staff, displaying leadership, commitment and standards and providing support, advice and direction in a positive manner. 4. To support and train care staff and ensure that a high standard of care is maintained. 5. To provide support to student nurses.

3	<p>Key Objectives and Accountabilities:</p> <p>Key Tasks:</p> <ol style="list-style-type: none"> 1. To assist in the maintenance of the physical, emotional well-being and general health of the patients to the highest possible standard and to create an environment which provides for patients feelings of security, responsibility and worth. 2. To contribute to the compilation of nursing records, the preparation of individual assessments, contribute to clinical records and to share responsibility for a regular case review system. 3. To assess, plan, implement and evaluate evidenced based programmes of care to patients without direct supervision. 4. To share responsibility for the development and maintenance of professional and caring relationships between staff and patients in pursuit of patients development. 5. To coordinate the provision of care for patients from admission to discharge by utilising efficient verbal and written communication practices with all members of the multi-disciplinary team, patients and carers. 6. To actively participate in regular multidisciplinary and review meetings producing regular verbal/ written reports and making recommendation if appropriate. 7. To liaise with medical practitioners, registration officers, Social Workers and other agencies as required 8. To ensure that all written documentation in the unit is clear, concise, timely and complies with the NMC Standards for Records and Record Keeping. 9. To be aware and adhere to organisational and national policies. 10. To ensure NMC professional requirements are met and maintained. 11. To ensure standards set out by the regulatory body are adhered too. 12. To control and administer drugs to patients as demonstrated in Quarriers' policies and procedures and NMC guidelines. 13. To ensure that all procedures for the observation, recording and management of seizures are carried out. 14. To assist with the process of recording all nursing care given, evaluating outcomes and modifying care plans accordingly. 15. To actively support the governance framework through engagement with continuous improvement interventions 16. To ensure all patients are fully involved in all aspects of their care including facilitation of regular named nurse, patient meetings. 17. To attend and contribute to team meetings and team events.

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	<p>18. To have a flexible approach to ensure individualised care appropriate to support patients with complex support needs and behaviours.</p> <p>Other Duties:</p> <ol style="list-style-type: none"> 1. To undertake such other duties which are commensurate with the post. 2. To be willing to undertake Epilepsy Certificate or equivalent qualification. 3. To work within Quarriers' professional and administrative policies and practice guidelines. 4. To make self, available to attend service development, training and professional meetings.
4	<p>Key Performance Outcomes and Measures:</p>
5	<p>Knowledge, Skills and Experience necessary for the role:</p> <ol style="list-style-type: none"> 1. Education/Professional Qualification <ol style="list-style-type: none"> i. 1st Level Registration Nurse – RNLD, RGN, RMN 2. Experience (this can include pre-registration) <ol style="list-style-type: none"> i. Experience of working with people with epilepsy , acquired brain injury, neurological conditions, learning disability or challenging behaviour, this could be during ii. Experience of collaborative multi-disciplinary work iii. Experience in healthcare research or audit 3. Training <ol style="list-style-type: none"> i. Ability to organise and deliver training programmes geared to the needs of appropriate colleagues and volunteers. ii. Ability to supervise and train support staff. 4. Special Knowledge

- i. Knowledge of NMC professional requirements.
- ii. Knowledge of current trends in disability, community care and healthcare practice.
- iii. An acute understanding of the nursing process and experience of implementation in practice

5. Skills/Aptitude

- i. Enthusiasm and commitment to the task,
- ii. Excellent interpersonal skills.
- iii. Excellent verbal and written communication skills.
- iii. Promote staff enterprise, participation and patient involvement.
- iv. Contribute to anti-discriminatory practice.
- v. Good I.T. Skills
- vi. Ability to deal positively with problems and difficult situations
- vii. Ability to use own initiative, to be flexible and creative in approach

6. Health

- i. Good general health,

7. General

- i. Ability to work flexibly (evening, weekend and night duty)
- ii. Ability to fulfil travel requirements for post

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Key Relationships:

- a) Patients
- b) Support staff

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	c) Ancillary staff d) Clinical staff e) Management f) Visitors and patient relatives g) Pharmacy staff h) GP team	
	Signature	Date
Signed by Job Holder		
Approved by Line Manager		
Approved by HR		



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