

Job Description

Title: Nurse
Location: Police Treatment Centre
Castlebrae, Auchterarder
Department: Nursing
Responsible to: Head Nurse

Job Purpose:

To provide nursing services and promote health promotion at the centre.

Main Responsibilities:

- Undertake general health screening and assessment of patients on admission, identifying those patients who require further monitoring during their stay.
- Carrying out nursing tasks such as removal of sutures, attending to minor injuries, redressing of wounds, ear syringing (if appropriately trained), checking of blood pressure, urinalysis, blood glucose & cholesterol levels.
- Provide emotional support to patients by listening to their concerns/worries and giving helpful and constructive advice where appropriate.
- Participate in the health promotion service within the Centre by monitoring all risk factors and running suitable workshops/learning & development sessions designed to improve patients' well-being and general health.
- Undertake a "sleeping" night duty, being available to patients in an emergency situation.
- Contribute to own professional development by attending appropriate study days/courses and sharing information with colleagues.
- When in sole charge undertake responsibility for health and safety and emergency situations having been fully trained in the Centre's procedure.
- Refer urgent matters to the Castlebrae Manager out-of-hours as required.
- Carry out administrative tasks related to patients' admission and discharge.
- Ensuring nursing practice and standards of care are at all times in keeping with the NMC Code of Professional Conduct.
- Observe all the Charity's policies and regulations
- To undertake any other appropriate duties commensurate to the role.

The purpose of this document is to act as a guide to the duties which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competencies of the post holder. The job description from time to time may be subject to review and change following consultation with the post holder.

Signature of Post Holder..... Date.....

Signature of Manager Date.....

PERSON SPECIFICATION

Post: Head Nurse

Location: St Andrews, Harrogate, HG2 0AD and Castlebrae, Auchterarder PH3

Hours: Various: Department Open Mondays to Sundays

Criteria	Essential	Desirable	Evidence
Education/Qualifications;			
Equivalent to GCSE English language or demonstrable competence in written English.	E		Application Form & certificates
Registered Nurse with current NMC registration.	E		Application Form & Certificate qualifications
Occupational Health/ mental health qualifications/experience		D	Application Form
Management qualification or be willing to undertake further study.		D	Interview
Knowledge & Experience;			
Experience working at senior level, leading and managing a team	E		App Form/Interview
At least 5years experience working within the NHS.	E		App Form/Int/Refs
Broad range of post –registration experience	E		App Form/Interview
Sound understanding of Health and Wellbeing	E		App Form/interview
Substantial experience in setting and managing agreed budgets.	E		App Form/interview
Skills/Abilities;			
Excellent communicator both verbally and in writing.	E		Interview / Refs
Demonstrable computer skills	E		App Form/Int/Refs
High standard of accuracy in record keeping	E		Interview/Refs
Confident in using own initiative, prioritising workload and meeting deadlines	E		Interview
Flexible and able to adapt to change	E		Interview
Able to demonstrate knowledge/skills in problem solving.	E		Interview
Able to manage conflicting priorities	E		Interview
Resilient practitioner	E		Interview/Refs

Criteria	Essential	Desirable	Evidence
Personal Qualities; Respect for confidentiality Confident manner Able to work alone or as part of a team Able to travel/work away from home /overnight on occasions	E E E E		Interview Interview Interview Interview
Other Information	PTC will make every endeavour to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.		
	PTC positively welcomes applications from all sections of the community.		