

## JOB DESCRIPTION

<b>Job Title:</b>	Deputy Sister / Charge Nurse / UTC Co-ordinator
<b>Band</b>	6
<b>Care Group</b>	Medical Care Group
<b>Directorate:</b>	Emergency
<b>Department:</b>	Emergency Department
<b>Location:</b>	UTC / A&E
<b>Accountable to:</b>	Lead Advanced Clinical Practitioner
<b>Accountable for:</b>	Band 5 nurses and band 2/3 Healthcare assistants rotating into UTC
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>To work as the shift coordinator responsible for patients and staff in the UTC area of the Emergency Department, rotating to main ED as required.</li> <li>To manage patient flow within the UTC including effective use of BEDAS, streaming to SDEC facilities, direct referrals to clinical teams and optimising use of GP appointments whilst ensuring safety of patients is maintained.</li> <li>To make informed decisions, involving patients and public, to ensure agreed clinical standards and targets are met.</li> <li>To manage patients in the UTC area of the Department including supervising / optimising flow, undertaking initial assessment and triage and application of prescribed treatments.</li> <li>To act as a clinical role model and be able to provide care to the sickest patients within the Department.</li> </ul>

### General Duties

Provide leadership and demonstrate a high quality of clinical care and practice.

Coordinates and manages the delivery of inter-professional care.

Manages the throughput of patients within the UTC, ensuring that patients are seen and treated in a timely manner, and in accordance with local and government targets, assisting with care/treatment delivery where appropriate.

Works with Senior Nurse to meet National Performance Targets

Provides supervision and leadership to a defined team of nursing staff and undertakes appraisals in accordance with Trust policy's.

Provides and receives complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or reassurance skills are required. This may be because agreement or co-ordination is required or because there are barriers to understanding.

### **Communication and Working Relationship Skills**

Internal:

- Department colleagues
- Lead Nurse
- Sister/Charge Nurse
- Patient Flow Coordinator
- Associated members of MDT including and not limited to GP's, APP's, other clinical specialities.

External

- SWAST
- Police
- Members of the general public

### **Analytical and Judgemental Skills**

Analyse, monitor and evaluate standards of care and facilitate remedial action when necessary.

Deliver specialised care in keeping with the needs and wishes of patients and their families.

Ensures patient care is delivered in accordance with established policies and protocols and to the agreed standard.

Delivers high standards of care to patients attending the Emergency Department and UTC across all specialities.

Shows strong clinical knowledge in the patients who present with minor injuries and illnesses.

### **Planning and Organisational Skills**

Uses strong communication skills and contributes to wider development of colleagues by disseminating best practice.

Actively engages in continuous professional development in line with clinical practice role and service development, maintains a suitable CPD record and adheres to revalidation requirements

Delivers relevant specialist teaching for all disciplines and levels of staff, patient and carer groups within Trust, in relation to own area of expertise. This will include development of links with other organisations.

### **Responsibility for Patient/Client Care, Treatment and Therapy**

Deliver care as planned and in keeping with the needs and wishes of patients and their families.

To ensure the safe custody and administration of medicines in accordance with established procedure and law.

Be aware of and comply with NMC Code of Professional Conduct for Nurses, Midwives & Health Visitors.

At all times promotes the safety and well-being of staff and patients in accordance with the Health and Safety at Work act.

Understand a range of non-routine procedures relevant to work area and assist in their undertaking where required.

Provide and receive complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or reassurance skills are required. This may be because agreement or co-ordination is required or because there are barriers to understanding.

Is conversant with current emergency resuscitation techniques, both in theory and practice.

### **Responsibility for Policy / Service Development**

Has working knowledge of the fire regulations procedure, ensuring that appropriate action is taken in response to an emergency.

Reports all complaints and untoward occurrences.

### **Responsibility for Finance, Equipment and Other Resources**

Be aware of and influence the cost-effective use of all resources which fall within the scope of their responsibility.

### **Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management**

Mentor and assess Registered Nurses, students and non-qualified staff to enable them to progress.

Identify and act on personal development needs to enhance practice understanding, develop skills.

Ensure that own mandatory training is up-to-date in line with Trust and role requirements.

### **Responsibility for Information Resources and Administrative Duties**

Ensure adequate and accurate patient documentation and records are maintained.

### **Responsibility for Research and Development**

To work in accordance with the NMC code of conduct.

### **Freedom to Act**

Work in accordance with the hospital and department policies, procedures and guidelines.

Supervision is available to support this role.

### Mental, Physical, and Emotional Effort

There is a frequent requirement for prolonged concentration where the work pattern is unpredictable.

There is a frequent requirement to exert moderate physical effort for several short periods during a shift.

### Any Other Specific Tasks Required

Awareness for maintaining stock control and security of stock.

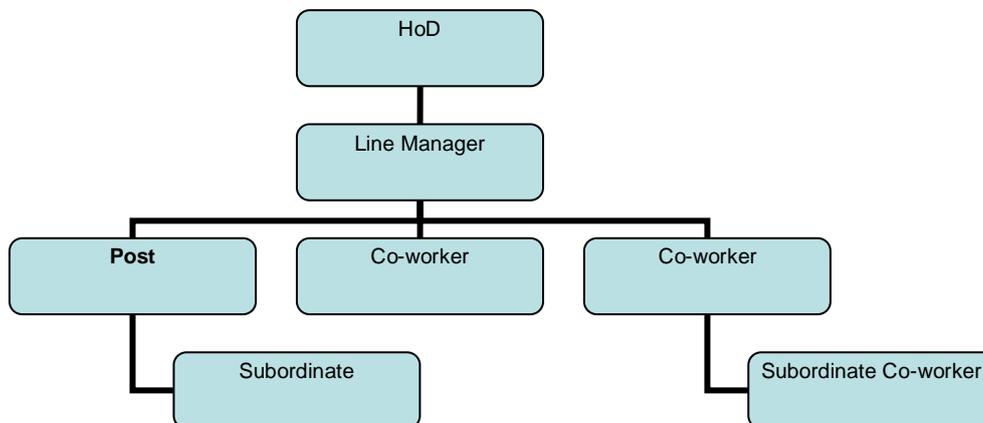
Observe a personal duty of care when using equipment and resources.

Regularly handles patients valuables and property in accordance with hospital policy.

Demonstrate physical dexterity and accuracy to undertake a range of clinical procedures.

Undertakes self audit as required to fulfil role.

### Organisational Structure of Department



### Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

### **Partnership with Bournemouth University**

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

### **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

#### **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

#### **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

#### **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

#### **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc.

Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

### **All Staff**

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

### **All Managers/ Heads of Department and Clinical Leaders**

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

### **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

### **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

## **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

## **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

## **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.