

**Maidstone and Tunbridge Wells NHS Trust
Job Description**

Job title: Junior Sister/Charge Nurse – Intensive Care

Band: Band 6

Directorate: Critical Care

Site: Tunbridge Wells Hospital

Hours: Full Time 37.5 hours per week

Reports to: Matron – Intensive Care, Tunbridge Wells Hospital

Accountable to: Matron – Intensive Care, Tunbridge Wells Hospital

Job summary:

- Will contribute to the development and maintenance of high standard of nursing care, reflecting the beliefs of nursing practice outlined in the Units philosophy;
- Is responsible for the assessment of care needs for the critically ill patient and the development, implementation and evaluation of programmes of care;
- Will actively foster an innovative learning environment for both trained and untrained staff and contribute to the continuing development of the Unit;
- Will act as a clinical and professional team leader within the clinical area
- Regularly take charge of the Intensive Care Department.
- Be globally aware of the ICU as well as national developments both in ICU and the NHS.

Working relationships: Consultants & junior doctors, senior and junior Nursing staff, members of the multi- disciplinary team, paramedic staff, ancillary workers, wards and departments, local community care agencies, GP's

Budget responsibilities: None

Key result areas:

Accountability

- Accountable to the Matron for Intensive Care or Senior Sister/Charge Nurse for ensuring high standards of care, professional behaviour and patient safety are maintained at all times.

- In conjunction with the Matron and sisters promote high standards of clinical practice and ensure that agreed standards of care are implemented and evaluated.
- Assist in the management of risk in the clinical area.

Clinical -

- Will be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for the critically ill patient.
- Will assist in developing and reviewing standards of care as part of a continuing quality assurance programme.
- Will make judgements related to delivery of care, recognising the complexity of critical illness and be able to analyse, from a range of options what is needed in any given situation.
- Will be conversant with current research findings, new developments and trends relevant to the speciality, nursing and the NHS.
- Will develop in conjunction with the ICU Matron, Clinical Educators and sisters/charge nurses new ideas to improve quality of nursing care and to ensure that all nursing practice is based on sound evidence.
- Recognises and implements NMC guidelines with regard to critical care.
- Can demonstrate specialist clinical practice by the safe and effective use of specialised equipment and in the supervision of junior staff.
- Is able to manage the critically ill patient including the aggressive and highly confused patient.
- Will be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for the critically ill patient.
- In conjunction with the Matron and shift leaders promote high standards of clinical practice and ensure that agreed standards of care are implemented and evaluated.
- To assist in developing and reviewing standards of care as part of a continuing quality assurance programme.

- Will make judgements related to delivery of care, recognising the complexity of critical illness and be able to analyse, from a range of options what is needed in any given situation.

Communication and relationships

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- The post holder will demonstrate highly developed and appropriate communication skills;
- To liaise with the MDT, promoting effective team-work;
- To give and receive from other nursing and medical staff, verbal and written reports on patients and act on them appropriately and to ensure care plans are evaluated and up to date;
- To provide and receive complex, sensitive and at times contentious information, both written and verbal, from other nursing and medical staff, ensuring understanding and discretion;
- The post holder must respect the confidentiality of the information they have access to, complying with the provisions of the data protection act;
- Ensure accurate documentation;
- To maintain a welcoming atmosphere for all relatives and visitors to ICU/HDU, encouraging them to assist with care where appropriate;
- To communicate complex and highly sensitive information to patients and relatives using empathy and reassurance, gaining co-operation where required and overcome barriers to understanding;
- To actively participate in departmental staff meetings;

Planning and organisational –

- Will liaise with members of the MDT to ensure all therapeutic treatments are appropriately carried out;
- Will foster effective relationships with paramedic, ancillary and other support staff acting as clinical advisor to the MDT;
- Will cooperate with and foster effective relationships with other wards and departments;

- Will be responsible for allocating work on a shift-by-shift basis and managing nursing staff on the ICU, to ensure the delivery of high standards of nursing care.

Educational

- Provide nursing leadership within the department encouraging a positive and creative learning environment, which is committed to staff development;
- Support the Unit in providing a suitable innovative and supportive environment for formal and informal professional and personal development of staff;
- Promote interest among staff in available resources for professional study;
- Liaise with the Clinical Educator the needs and requirements for educating learners and for the post-basic development of qualified staff;
- To participate in the teaching and supervision of learners and in service trained qualified staff (both practical and classroom based) ensuring all staff are capable of undertaking the duties allocated to them;
- To participate in the clinical and written assessment of those undertaking post basic courses and for student nurses. Providing learners with mentorship as a specialist clinical nurse;
- To identify and fulfil the learning needs of patients and their relatives.
- Take responsibility for identifying own educational and professional development updating critical care skills;
- Will act as an effective role model from which other team members can learn.

Responsibility for policy/service development

- Develop in conjunction with the ICU Matron, Clinical Educators and sisters/charge Nurses new ideas and policies to improve quality of nursing care and to ensure that all nursing practice is based on sound evidence.

Management responsibility

- Support the Units Matron and Sisters/Charge Nurses in the management of the clinical area on a day-to-day basis;

- In conjunction with the ICU Matron, Clinical Educator and the Sisters/Charge nurses, contribute to the development of specialist protocols and practice changes, which may require working with the MDT;
- Ensures promotion of safety, well-being and interests of the patients, staff and visitors to the clinical area;
- Ensures that a duty of care is maintained when handling patient's property and valuables;
- Assist the ICU Matron & Band 7 Sisters/Charge Nurses in the investigation, completion and submission of documentation regarding accidents/incidents and complaints and is aware of the importance of risk management;
- Ensuring compliance with local/ national policies;
- Maintains flexibility/ responsiveness to local/ national initiatives regarding the improvement of service to patients;
- Ensures the efficient and economical use of manpower and other resources within the unit with due regard to budgetary control. Will ensure that in signing time sheets these are an accurate representation of time worked;
- Ensures that staffing requirements are adequate to provide a safe standard of nursing care, considering patient dependency and skill mix;
- Assist in the management of A/L and duty rotas of nursing staff within ICU ensuring consistent cover;
- To actively participate in the trusts IPR programme. The post holder will be required to undertake IPR's (including PDP's) and CPD of a designated group of staff. Liaising closely with the ICU Unit Matron and Clinical Educator;
- Demonstrates knowledge and understanding of the Trusts Major Incident policy and emergency planning issues relevant to critical care practice;
- Participate in the orientation of new staff;
- Complete relevant development programme;
- Work within the framework of the NMC;
- Be guided by the NMC directives;

Physical effort

- Dexterity and co-ordination to enable manipulation of intravenous injections, syringe drivers, volumetric pumps, infusions (including multiple inotropic infusions), endotracheal suctioning, insertion of urinary catheters and other similar procedures;
- The ability to participate in moderate physical effort (moving patients/equipment with the assistance of manual handling aids) frequently during a shift;
- Able to undertake flexible shift patterns including night shifts.

Mental and emotional effort

- Ability to think logically, problem solve and use initiative, to achieve goals whilst acting within agreed policies, procedures and code of conduct;
- Ability to concentrate on the changing needs of the unit for frequent periods, despite interruptions demands from others;
- Ability to support colleagues in stressful situations;
- Ability to deal with distressed relatives, care for the terminally ill and deal with the emotional consequences of death and critical/ terminal illness for patients/ relatives and staff;
- Ability to reflect, accept constructive feedback and act accordingly;

Responsibility for R&D and Audit

- Demonstrate a commitment to developing research-based skills in self and junior staff;
- Be receptive to the research plans and audit of others and encourage full co-operation with all staff;
- Assist in the application and evaluation of current research findings;
- Participate where appropriate in research studies, clinical trials and trials and evaluation of new equipment within the ICU;

- Ensure that systems which ensure the collection of data for the monitoring of quality standards are properly used by staff;
- Be conversant with current research findings, new developments and trends relevant to the speciality, nursing and the NHS;
- Undertake nursing audit.

Working conditions –

- The ability to work in conditions where frequent exposure to body fluids is common. These may include (but are not limited to) blood, sputum, faeces, urine and vomit;
- The post holder may be required, at the discretion of the Directorate Matron, to work anywhere within the Trust to meet the needs of the service;
- The job base may be relocated as a result of organisational change.

Job description agreement:

Signature of post holder: _____ Date: _____

Name: _____

Signature of Manager: _____ Date: _____

Name: _____

Statement:

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. **INFECTION CONTROL AND HAND HYGIENE** - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

- 13. SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
- 14. SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
- 15.** All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

Maidstone and Tunbridge Wells NHS Trust

Junior Sister/Charge Nurse Person specification

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> NMC registered RGN / RN (Adult) Accredited Intensive Care Course ILS Epidural study day IV drugs 	<ul style="list-style-type: none"> Degree ALS Has a Mentor qualification in line with current NMC guidelines.
Experience/ Knowledge	<ul style="list-style-type: none"> Recent proven experience at a similar level within ICU or relevant experience. Relevant management skills Evidence of insight/understanding of current issues in nursing in the NHS Computer/ IT skills CVVH & Cardiac output monitoring skills 	<ul style="list-style-type: none"> Understanding of clinical audit
Skills	<ul style="list-style-type: none"> Demonstrate a high level of interpersonal and communication skills Demonstrate team leadership skills Demonstrate effective time management Ability to think logically, problem solve and use initiative, to achieve goals whilst acting within agreed policies, procedures and code of conduct. Ability to concentrate on the changing needs of the unit for frequent periods, despite interruptions demands from others Ability to support colleagues in stressful situations Ability to deal with distressed relatives, care for the terminally ill and deal with the emotional consequences of critical/ terminal illness for patients/ relatives Ability to reflect, accept constructive criticism and act accordingly 	
Attributes	<ul style="list-style-type: none"> Adaptability and flexibility Be highly motivated Ability to formulate and verbalise views 	
Additional requirements	<ul style="list-style-type: none"> Ability and willingness to work across sites 	

	<ul style="list-style-type: none">• Flexible shift patterns including internal rotation to nights and weekends.• Ability to further develop teaching and management skills	
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Date written 21/1/16

Maidstone and Tunbridge Wells NHS Trust
Junior Sister ITU/HDU Tunbridge Wells Hospital

Organisational Chart

