

JOB DESCRIPTION

JOB TITLE: Clinical Stroke Sister / Charge nurse

LOCATION: Mid and South Essex NHS Foundation Trust

DIVISION: Care Group 1 Specialist Services

DEPARTMENT: Stroke Service, Medical specialties

GRADE: Band 6

RESPONSIBLE TO: Clinical Stroke Specialist nurse

ACCOUNTABLE TO: Stroke Matron

JOB SUMMARY

The post holder will effectively lead on facilitating and coordinating the Acute Clinical Stroke Pathway, working in close conjunction with the stroke service medical team, Stroke Unit and Emergency Department.

The post holder is responsible for ensuring the delivery of a consistently high standard of care to meet patient needs as per the MSE and National stroke Standards.

The Clinical Stroke Sister will be required to effectively support and guide the nursing teams to ensure the clinical needs of stroke patients are identified and managed within the acute setting for every suspected stroke and TIA.

MAIN DUTIES & RESPONSIBILITIES

Facilitate and co-ordinate nursing care during the acute admission pathway for stroke patients. Liaise, plan and implement initial acute care in collaboration with the relevant Stroke Senior Clinician.

Participate in the development of acute and rehabilitation stroke nursing within the Trust. Encourage others to be innovative and adaptable in their approach to change by contributing to the implementation of the National long-term plan for Stroke, Stroke Strategy, National Institute for Health and Care Excellence (NICE) guidance and Royal College of Physicians Guidelines for Stroke.

Hold the Acute Stroke bleep and provide a prompt level of advanced and comprehensive nursing assessment based on specialist knowledge and experience in Hyper Acute Care.

Where required support the specialist stroke team with any required research.

1. Communication

Promote and maintain effective communication with the Stroke Unit on the highly complex clinical information relating to stroke patients. Provide guidance, advice and support to staff within the Trust, external agencies including General Practitioners, patients and their relatives regarding individual patient care.

Collaborate with Multidisciplinary Team (MDT) teams across the Mid and South Essex (MSE) stroke service to facilitate seamless pathways of care.

Liaise closely with community service providers and the voluntary sector to promote and co-ordinate stroke care

Attend, actively participate and contribute to meetings as requested by the Clinical Stroke Specialist and Lead Nurse both internally and externally

Demonstrate a capability to engage in decision making in relation to the assessment, planning, intervention, and evaluation of patient care.

2. Analytical and Planning

You will be required to practice as an autonomous professional in a self-directed manner, whilst remaining professionally and legally responsible and accountable for all aspects of your workload, including the management of patients under your care.

Participate in audit, service development and service meetings across the MSE stroke service.

3. Clinical Duties

Provide assessment of stroke patients in accordance with guidance and have good knowledge around stroke care.

To have an understanding into stroke care and the treatments available for the patients.

Responsible for supervising the Stroke Data Administrators and ensuring that and Sentinel Stroke National Audit Programme (SSNAP) Data collected is accurate and management effectively.

Promote innovative and flexible responses to changing service demands ensuring the need of the patients, carer's families and staff are reflected and promoted.

In collaboration with the MSE hospitals group, contribute to ensuring the Clinical Stroke Team achieves the National Metrics for the Stroke Strategy and SSNAP, and locally agreed targets.

Responsible for making sound decisions relating to stroke patients based on evidence and rationale, inspiring confidence of the MDT and service users.

Work alongside and in collaboration with the Clinical Stroke Specialist and Stroke Consultants to ensure the effective delivery of service for Transient Ischemic Attack (TIA) Clinics.

Assist in the provision of TIA review and management in ensuring appropriate follow up clinics

Provide patients with appropriate health promotion and risk reduction advice

4. Policy and Service Development

Provide expert clinical advice to the health care team taking into account all aspects of clinical governance, promote and develop the use of evidence-based practice to improve the outcomes of patient care within the acute stroke pathway. Ensure all Trust visions of care standards are adhered to.

Manage and lead on complaints sensitively, using Trust Policy, with assistance of Patient Advice and Liaison Service (PALS) Team, resolve informal complaints locally where possible.

Ensures documentation is contemporaneous, complete and accurate, in line with the Nursing and Midwifery Council (NMC) and Trust Standards, and that information is stored and maintained appropriately (manually and electronically) in accordance with data protection legislation.

Support with Trust policy development, either by way of innovation or by policy review.

5. Financial and Physical Resources

Responsible for safe use and the availability of equipment, supplies, stock and resources always.

To inform the band 7 and other members of the team when consumables required by the team run low.

To report broken equipment to MEMS for repair

Ensure adequate stock and equipment while promoting cost effective use of resources

6. Staff Management

Provide clinical leadership and be an effective member of MDT.

To demonstrate a sound understanding of clinical governance and risk management and integrate into your practice accordingly.

Develop forward plans to ensure staffing and resources are available to allow for effective care delivery and operation. Take all responsible steps to remedy any difficulties and minimise risk.

Challenges sub-standard practice appropriately and encourage and supports staff in improving practice and escalate as appropriate.

Promote health and safety of staff and patients in accordance with the Health and Safety policy, and participate in risk assessments, ensuring staff use lone user policy.

7. Information Resources

Accessing IT resources.

Accessing relevant respiratory websites for information.

Have a good understanding of SSNAP

8. Effort, Skills and Working

Physical Skills	Registered RN with experience in looking after patients with Stroke and TIA.
Physical Effort	Occasional requirement to exert moderate physical effort for short periods during a given time when moving and transferring patients using hoists and other lifting aids. Required to move patients on trolleys and in wheelchairs
Mental Effort	Required to concentrate when carrying out care. Some work streams are predictable but there is a frequent requirement to deal with unpredictable emergency situations. To have the ability to stay calm in high pressure situations
Emotional Effort	Frequent exposure to distressing and highly distressing scenarios where relatives and hospital staff may require counselling and support
Working Conditions	Frequent exposure to highly unpleasant conditions with blood and body fluids. Working in a busy emergency department under high pressure.

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This job profile is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder.

The post holder will be expected to perform any other duties or responsibilities as assigned by management, within scope of the role.

KEY WORKING RELATIONSHIPS

Key Relationships:

- Deputy director of nursing for specialist medicine.
- Lead clinical stroke nurse specialist.
- Stroke nurse specialist team.
- Local Stroke consultant lead.
- Stroke consultants.
- Stroke Registrars
- Stroke house officers
- Matrons
- Ward managers
- Ward staff

GENERAL STATEMENTS

COMPETENCY BASED APPRAISAL

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

TRAINING

All staff will undertake such training as is necessary to perform the duties allocated.

EQUALITY, DIVERSITY AND INCLUSION

Mid and South Essex NHS Foundation Trust (MSEFT) is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, diversity, inclusion, and human rights.

NO SMOKING POLICY

Mid and South Essex NHS Foundation Trust (MSE) operates a non-smoking policy. The restrictions will apply to patients, staff and visitors alike. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line on 08001690169 to find details of your local stop smoking service.

DATA PROTECTION ACT 2018

All employees are required:

- To ensure compliance with all Trust's policies, and those procedures relevant to the area of work.
- To maintain high levels of confidentiality and information security at all times, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.
- To ensure that the data is of good quality, accurate and relevant for purpose, where any processing of information takes place (paper records or electronically).

CODE OF CONDUCT – For Managers

As an NHS Manager, you are expected to follow the Code of Conduct or NHS Managers (October 2002), observing the following principles:

- Making the care and safety of patients your first concern and act to protect them from risk.
- Respecting the public, patients, relatives, carers, NHS staff and partners in other agencies.
- Being honest and acting with integrity.
- Accept responsibility for your own work and the proper performance of the people you manage.
- Showing your commitment to working as a team member by working with your colleagues in the NHS and wider community.
- Taking responsibility for your own learning and development.

INFORMATION GOVERNANCE

- All staff must be familiar with and comply with the contents of the Information Governance Handbook, a personal copy will be provided at Induction to all staff.
- All staff are required to maintain confidentiality of patient and Trust's information as set out in the Trust's Confidentiality Policy.
- All staff are required to read and comply with all policies that are issued relating to the electronic security of Trust's information.
- All staff who create, access, transfer, modify sensitive Trust's records have a responsibility to be both accurate and timely and ensure that all the information that they record either on paper or electronically is complete.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

All matters relating to patients' diagnosis and treatment, staff or the Financial or contractual position of the Trust are strictly confidential and under no circumstances is such information to be divulged or passed to any unauthorised person(s) under penalty of summary dismissal.

All staff should take particular care relating to the electronic storage and transfer of confidential information. This should only be done in accordance with the Trust's Information Security Policy.

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

QUALITY IMPROVEMENT

The Trust embraces quality as the overarching principle for the organisation and aims to nurture a learning culture that gives all our colleagues and service users an opportunity to develop, innovate and improve. Quality Improvement is a core competence for Trust staff, and the post-holder will attend quality improvement training and support improvement initiatives in their area of work, as well as empowering and enabling others in their efforts to improve service and care quality.

INFECTION PREVENTION AND CONTROL

All employees are required to:

- Make themselves aware of their responsibilities for Infection Prevention and Control.
- Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.
- Maintaining a high standard of infection control practice.

SAFEGUARDING CHILDREN

All employees of the Trust, regardless of the work they do, have 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 sites. 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.

SAFEGUARDING ADULTS

All employees of the Trust, regardless of the work they do, have 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. 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.

LOCATION

You will be based at an agreed location within Care Group (1, 2, 3 or 4)* which is hosted by Basildon, Southend, or Broomfield)*. You will generally be expected to undertake your normal duties at the principal place of work, however, in the course of your duties you may also be required to work at any of the sites within the Mid and South Essex NHS Foundation Trust areas as well as other NHS sites as part of the delivery of the service.

NOTE

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract.

This job description is a reflection of the present requirements of the post and the content may be subject to review and amendment in light of changes and developments.

All Staff will also be expected to abide by the relevant code of professional practice relating to their discipline.

Review date - Yearly

Signed
Employee

Dated

Signed
Manager

Dated

PERSON SPECIFICATION

JOB TITLE: Clinical Stroke Sister / Charge nurse

LOCATION: Mid and South Essex NHS Foundation Trust

DIVISION: Care Group 1 Specialist Services

DEPARTMENT: Stroke Service, Medical specialties

GRADE: Band 6

RESPONSIBLE TO: Stroke service Lead nurse

ACCOUNTABLE TO: Clinical Stroke Specialist nurse

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW TESTED*
Qualifications	<p>Registered on Part 1 or 2 of the NMC register</p> <p>Recognised post registration stroke course or training</p>	<p>Willingness to work towards further qualifications and undertake degree pathway</p> <p>Undertaken dysphagia training</p> <p>NIHSS certificate or must undertake</p> <p>GRPG certificate or must undertake</p>	<p>Application form</p> <p>Interview</p>

Knowledge and Experience	<p>Demonstrable experience in stroke nursing Demonstrate ability to provide high quality patient care</p> <p>Effective oral/written communication and interpersonal skills</p> <p>IT skills including working knowledge of software systems used within the Trust</p> <p>Act as mentor to students and junior members of staff</p> <p>Able to demonstrate safe delegation and accept delegation</p> <p>Understands importance and relevance of nursing research and uses this to improve clinical practice</p> <p>Able to use resources available to provide cost effective care</p> <p>Able to support in managerial responsibilities</p> <p>Able to set own priorities and work independently</p> <p>Must be able to demonstrate effective approach to meet the needs of the service</p> <p>Able to support senior staff in the development of the service</p>	<p>Experience in research audit</p>	<p>Application form Interview</p>
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	Ability to ensure staff duty rota reflects the needs of the stroke service		
Communication Skills	<p>Competent in undertaking holistic clinical assessments.</p> <p>Good communication, negotiation and listening skills</p> <p>Ability to work as part of a multidisciplinary team</p> <p>IT skills (eg word, excel, clinical system)</p>	<p>Experience in assessing patients in both the ward and clinic setting.</p> <p>Can demonstrate experience working within the MDT</p> <p>Counselling skills</p>	<p>Application form</p> <p>Interview</p>

Personal and People Development	<p>Experience of teaching or mentoring junior staff</p> <p>Adaptable to change, flexible enough to cope with changing service demands.</p> <p>Displays a positive work attitude.</p>		<p>Application form</p> <p>Interview</p>
Physical Requirements	<p>Frequent sitting and standing.</p>	<p>The role may involve cross site working so willing to travel in local area, driving Licence required</p>	<p>Application form</p> <p>Interview</p>
Other	<p>Ability to make appropriate decisions at all levels</p> <p>Ability to prioritise workload, achieving a balance between clinical and other aspects of role</p> <p>Understanding of clinical audit and clinical governance.</p> <p>Ability to work autonomously and as part of team</p>		<p>Application form</p> <p>Interview</p>

***Assessment will take place with reference to the following information:-**

A=Application form

I=Interview

C=Certificate