

JOB DESCRIPTION

JOB DETAILS

Job Title:	Staff Nurse
Grade:	Band 5
Hours of Work:	37.5 hrs per week- internal rotation – to cover maternity leave
Department / Ward:	Critical Care Unit
Qualifications Essential:	Registered Nurse with NMC Nursing Degree/Diploma

ORGANISATIONAL ARRANGEMENTS

Accountable to:

1. (Managerially) Theatre Manager
2. (Reporting) Band 6
3. (Professionally) Band 7

Responsible for:

Supervising and / or Managing

1. Junior Staff

JOB PURPOSE

The post holder has responsibility for the critical care unit in the absence of the Band 6, utilises the unit's resources to promote excellence in practice and promotes and expedites quality issues relevant to the service.

Acts as an expert within the specialism of critical care. Empowers the nursing staff and other allied health care professionals to develop the highest possible levels of clinical skills and facilitates communication with all care groups

DUTIES AND RESPONSIBILITIES

1. Organises the daily operation running of the critical care unit to meet the needs of the service. Coordinates care delivery with an ability to change the care pathway management as required within the critical care unit clinical management plans.
2. Responsible for the care and treatment of all patient care delivery within the critical care unit when in charge of the shift through the development and delivery of patient care pathways and when the patient's level of critical care dependency changes. Performs clinical care using the NMC code of professional conduct Trust & unit guidelines or clinical management plans agreed with the primary clinician.
3. Ensures that communication is effective enabling that communicative issues in the sending and receiving of such information is conveyed and received in such a manner as to foster excellent relationships between clinicians, allied health care professional, patients and relatives. In addition the post-holder must be able to effectively use verbal and non-verbal communication skills successfully to convey the information.

4. Maintain own specialist knowledge and clinical skills within the field of critical care nursing participating in direct patient care and uphold evidence of PREP as required by the NMC. The post-holder must be able to demonstrate dextrous skills during clinical practice and the capability to manage periods of intense physical effort during the shift.
5. The post-holder will be able to underpin applied theoretical knowledge to practice utilising analytical and judgemental skills in a variety of situations to determine direct patient care. The ability to concentrate on tasks for unpredictable periods of time is essential for this post.
6. Participates in quality initiatives and audit as necessary with supervision of senior critical care staff.
7. Accountable for the safe use of medical devices for all personnel within the critical care department during the shift.
8. Responsible for the clinical supervision of all staff working within the critical care unit for the duration of the duty. This responsibility will include, education and training, CPD, discipline, sickness.
9. Participates in the resource management of appropriate management information systems covering patient data and manpower activities.
10. Maintains patient records to ensure information is accurate and up to date for future reference and complies with the Data Protection Act, prepares care plan to ensure the delivery of effective patient care.
11. Participates in audits and research to fulfil the requirements of the organisation and the critical care unit.
12. Provides effective support mechanisms to staff, relatives and patients during distressing and stressful circumstances.
13. Responsible for COSH within the critical care unit and is expected to be frequently exposed to unpleasant working conditions but responsible for promoting a safe environments for staff patients and visitors to the critical care unit.

RISK MANAGEMENT & NHSLA GOOD PRACTICE

Risk Management involves all staff identifying circumstances and practices which put patients at risk of harm, and then acting to both prevent and control these risks.

Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through the trust's Clinical Incident Reporting system.

Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.

All clinical staff are required to familiarise themselves with the Trust's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including the Trust's Complaints Procedure. (These documents are available on the Trust's Intranet Site).

RISK MANAGEMENT, HEALTH AND SAFETY

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by employee's acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

This requires the following:

- Compliance with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999 and any other relevant safety regulation.
- Being familiar with and following the provisions of the Trust's Health and Safety Policy and all other policies, procedures and safety rules of the Trust and your specific work place
- Co-operating with all measures the Trust takes to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment, etc.
- Compliance with all instruction and training given by members of the Trust relating to health and safety.
- Bringing to the attention of the Trust any situation considered to be a serious and imminent danger; also reporting any other perceived shortcoming in the Trust's health & safety arrangements.

INFECTION CONTROL

It is the responsibility of all staff, in accordance with The Health Act 2006, to:

- Ensure high standards of hand hygiene and that good practices in infection control are promoted and maintained in their area of control
- Co-operate with all efforts to reduce and/or eliminate the risk of spread of undesirable/infectious organisms
- Adhere to the appropriate policies regarding screening, admission and transfer of potentially infectious patients
- Report to their Manager and Occupational Health all incidents of sharps injuries where the sharp is contaminated with blood or serum.
- Participate in any screening programmes initiated by the Director of Infection Prevention and Control
- Protect the health and safety of patients and other staff by informing their Manager and/or Occupational Health before reporting to work with transmissible harmful/potentially harmful conditions

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Infection control should be routinely covered within the annual appraisal process.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee, you are required to uphold the confidentiality of all records held by the Trust, whether patient records of Trust information. This duty lasts indefinitely, and will continue after you leave the Trust employment. Please ensure that you are aware of, and adhere to, the standards described in the Trust's Confidentiality Policy as you are required to preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and the practice business and this obligation shall continue indefinitely.

A breach of this requirement will be regarded as gross misconduct and as such will be grounds for dismissal, subject to the provision of the disciplinary procedure."

This does not affect your rights and obligations under the Trust's Openness Policy.

RECORDS MANAGEMENT

As an employee of the Trust, you have a legal responsibility for all records (e.g. including patient records, financial, personal and administrative) that you father or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, videotapes or x ray images etc. All such records are considered public records (under the Public Records Act 1958). You must consult your manager if you have any doubt as to the correct management of the records with which you work.

GENERAL

This job description does not attempt to describe all the tasks the post holder will undertake. It does indicate the degree of authority, range of duties covered and the flexibility required for the job.

This job description may be amended in consultation with the post holder as developments evolve, and as part of the appraisal process.

You have a responsibility for ensuring that you are committed to maintaining a high quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.

This job description is not an exhaustive list of duties as the post-holder will also be expected to undertake any other duties commensurate to the banding.

To suggest and implement improvements to services, exercising professional responsibility, including lifelong learning within an open "no-blame culture".

To promote equality and value diversity.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

Agreed By:

Date:

Employee's Name and Signature:

Agreed By:

Date:

Manager's Name and Signature:

Supporting Information

Physical Effort

Supporting patients while walking

several short periods per day

Assisting patients up from the chair	several short periods per day
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Pushing wheelchairs / commodes / trolleys	several short periods per day
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Transferring patients using hoist	Occasional
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Rolling patients following surgery, supporting limbs	several short periods per day
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Moving patients up and down the bed using slide sheets	several short periods per day
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Transferring patients from bed to bed with the use of Pat slide, manual handling aid	Occasional
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Running to attend emergencies within the Trust	Occasional
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Mental Effort

Responding to Hospital Cover back up bleep, dealing with unknown patients without warning, offering advice, support & guidance.	Occasional
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Dealing with aggressive and abusive relatives	Occasional
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Assessing patients wounds, documenting detailed written evidence to support	Daily
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Checking & calculating medication dosage then Administer via appropriate route e.g. oral, subcutaneous, Intramuscularly, intravenous.	Several times a day
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Emotional Effort

Dealing with patients suffering grief following disability e.g. Amputation of a limb or digit	Occasional
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Dealing with patients being investigated for cancer	Infrequent
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Dealing with distressed patients who have	
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been given Poor prognosis e.g. infection
of a hip / spine

Occasional

Environment / Working conditions

Contact with urine faeces, sputum, vomit,
blood & soiled linen

Several times a day

In emergency situations, work in confined spaces
e.g. when patients faint / collapse post surgery

Frequent

The Robert Jones and Agnes Hunt Orthopaedic Hospital



NHS Foundation Trust

PERSON SPECIFICATION FOR THE POST OF HDU STAFF NURSE

Criteria	Essential Requirements	Desirable Requirements	Evidence
Qualifications/Training	Registered Nurse with NMC Nursing Degree/Diploma	Mentorship or equivalent level of specialist skill	Certificates – verified and copies of originals taken for personal file
Experience	Registered Nurse		Application form Interview References
Skills and Competencies	Able to work on own initiative and under pressure Able to work within a multidisciplinary team. Teaching skills: committed to teaching High level of communication skills. Written, oral and electronic. Advanced life support skills		Certificates Application form Interview References
Knowledge (including specialist or technical knowledge required)	Up to date knowledge of critical care issues An understanding of the importance of family centered care. Maintaining professional development Ability to operate medical equipment. Basic computer skills		Application form Interview- e.g. scenario questions References
Trust Values	To exemplify the Trust Values: Friendly – patients, colleagues, public are always put at ease and made welcome Excellence – ensure the care we deliver has great outcomes for patients Caring - put the patient first and be considerate of their needs Professional - apply high professional standards to your role Respect - for patients and each other		

Personal Qualities	Displays leadership skills Innovative Motivated Assertive Confident Supportive Ability to operate medical equipment. Flexible to meet the needs of the service Able to carry out full range of work related activities		References
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