

Job Description

Emergency Department

Job Title: Team Leader Emergency Department.

Band: 7

Hours of Work (p/w): 37.5 (full rotation, nights and weekends)

Contract: 12-month, Fixed Term to cover maternity leave.

Service Centre/Directorate: Emergency Department

Base: St George's Hospital

Accountable to: Head of Nursing, Acute and Emergency Medicine

Reports to: Matron

Responsible for: Patient and staff safety and management within the Emergency Department.

Key working relationships: Multidisciplinary Team, Head of Nursing, Matron, external agencies such as LAS, Liaison Psychiatry Service, etc,

Role of the Department: Care provision to acutely unwell patients and patients accessing unscheduled care

Job Summary: To have overall responsibility for the operational activity on the shift, including proactive management of issues to support performance of the ED 4-hr operational standard. To act as the professional role model, leading and co-ordinating the nursing team. To have shift responsibility for the management and organisation of the ward/department within the available resources. To be accountable for the overall provision of excellent nursing care and to work collaboratively with the multidisciplinary team.

Trust Vision & Values:

The postholder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of:

We are a thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement.

We expect all our staff to share the values that are important to the Trust, being Excellent, Kind, Responsible & Respectful, and behave in a way that reflect these.

Clinical Responsibilities

- Demonstrate specialist advanced clinical skills in all aspects of Emergency nursing.

- Provide clinical support and advice to Nursing and Medical staff.
- Promote and facilitate a patient centred approach to care.
- Co-ordinate and supervise activity within the department on a shift basis, which reflects appropriate management of clinical priorities.
- Ensure that nursing care is evidence based and meets the Trust's standards
- Ensure effective communication with patients and their carers, involving them where appropriate in identifying their needs and making decisions as to how these needs are met.
- Maintain confidentiality at all times, ensuring information is released to those acting in an official capacity in accordance with Trust standards.
- Ensure all relevant information regarding patients is recorded and where necessary reported and acted upon.
- Have a good understanding of safeguarding adults and children and act appropriately to ensure the wellbeing of vulnerable patients.

Managerial Responsibilities

- Exercise effective leadership and maintain an awareness of the individual needs of the staff.
- Promote and facilitate the development of professional nursing practice.
- Develop methods of evaluating and monitoring quality care.
- Manage the department on a shift basis as the shift leader liaising with members of the multi-disciplinary team, other Trust departments, outside agencies and with the general public.
- Monitor and develop the nursing schedule, particularly with respect to skill mix to provide safe, effective staffing levels.
- To continually review the setting of staffing levels / skill mix in accordance with the changing needs of service.
- Participate in the recruitment and selection of staff within the department.
- To manage a team of nurses – involving monitoring sickness, annual leave, undertaking IPR's
- Be aware of own responsibilities in the event of a major incident.
- Ensure adherence to all Trust policies and current legislation.
- Work with HON/ED Matron to ensure nursing services are developed in line with the Medicine Directorate and Trust's targets.

Education & Research

- Provide a positive learning environment and role model for students, staff and patients.
- Organise your teams to ensure all staff attend mandatory training and maintain appropriate records.
- Appraise staff yearly in Individual Performance Reviews, offering support in setting objectives and formulating action plans to meet individual needs.
- In conjunction with the ED Matron and Clinical Practice Educator identify training needs within the department.
- Organise and participate in department based training programs.
- Maintain an effective clinical learning environment for students and trained staff within the department.
- Act as mentor / preceptor ensuring the educational needs of pre and post registration students are met.
- Ensure the provision of patient education, focusing on maximizing the potential for health and independence at all times.

Personal and Professional Development

- Continue to develop own advanced clinical expertise and skills in accordance with the NMC of Professional Practice and Trust policies.
- Be responsible for keeping up to date on professional developments and research.
- Participate in regular performance review with the Matron and ensure all objectives set are met as specified.
- Maintain a record of own professional development by use of a personal profile.
- Attend relevant study days, courses and conferences as agreed with the lead nurse / modern matron. Attending all mandatory training as a matter of course and others as required for personal development and to meet the changing needs of the department.
- Represent the department and actively contribute to Trust committees and attend meetings as agreed with the lead nurse.
- Be aware of the Trust Grievance and Disciplinary Procedures.
- Be aware of the Trust's Health and Safety at Work Policy and the associated Manual Handling Guidelines, and act in accordance with them.

General

- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- To comply with St George's No Smoking Policy.

- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To work in accordance with the Trust's Equal Opportunities policy to eliminate unlawful discrimination in relation to employment and service delivery.
- To ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes and to maintain registration where this is a requirement of the role.
- To be trained in and demonstrate fair employment practices, in line with trust policies.
- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the postholder.

St George's University Hospitals NHS Foundation Trust is an Equal Opportunities employer and operates a No Smoking Policy.

Person Specification

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Band: 7

Factor	Essential	Desirable	Method of Assessment
Qualifications and Training*	<ul style="list-style-type: none"> • RN (Adult) or RN(Child) • Core post-registration emergency Nursing Education (Acutely unwell Adult or Child, Emergency Practice or equivalent). • Practise assessor and supervisor course • BSc or evidence of study at level 6 with ability to complete BSc • Safeguarding level 3 • ATNC, ETC or equivalent (or able to undertake within 6 months) • ALS or APLS 	<ul style="list-style-type: none"> • MSc or evidence of study at level 7. 	<p>Application form and interview.</p> <p>*evidence of successful completion required at interview</p>
Experience	<ul style="list-style-type: none"> • Significant post registration experience within the speciality. • Experience of managing a team. 	<ul style="list-style-type: none"> • Experience of audit and/research 	Application form and interview.
Skills	<ul style="list-style-type: none"> • Well-developed leadership skills. • Flexible/Ability to manage change. • Ability to effectively prioritise and organise own workload and workload of others. • Demonstrates good written & verbal. communication skills • Computer literate. • Demonstrates effective teaching skills • Work confidentially within all areas of the ED 	<ul style="list-style-type: none"> • Management course 	
Knowledge	<ul style="list-style-type: none"> • Demonstrates the application of evidence based practice and knowledge of professional issues. • Knowledge of relevant political issues. • Commitment to self-development and 	<ul style="list-style-type: none"> • 	Interview

	development of others. • Ability to create an environment which facilitates learning.		
Other	• Motivated/Able to motivate others. • Enthusiasm for specialty. • Effective role model. • Demonstrates caring and sensitive approach. • Adaptable and responsive to changing needs. • Ability to accept wide ranging responsibility. • Ability to identify and deal with stress in self and others. • Must be articulate and able to liaise with members of the department.	• Understanding of Quality Assurance and Clinical Audit.	Application form and interview.

Key:

I = Interview

A = Application Form

T = Practical Test