

Sister

Critical Care

JOB DESCRIPTION



1. About the Trust

Our Organisation

The Hillingdon Hospitals NHS Foundation Trust is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services. The Trust's services at Mount Vernon Hospital include routine day surgery, delivered at a modern treatment centre, a minor injuries unit and outpatient clinics.



The safety and well-being of our patients and of our staff is paramount and we are making urgent improvements to address this – particularly in infection prevention and control. We are making progress and going forward by working in partnership with local GPs, charities, community services, academic partners, our local authority, neighbouring hospitals and the wider North West London Integrated care system, and ensuring that we listen and work in partnership with our local population. We are absolutely focused on ensuring that our hospitals provide high quality, safe and compassionate care, while drive forward the building of the new Hillingdon Hospital.

We have over 3,500 members of staff that are proud to care for nearly half a million people, with a vision to be an outstanding provider of healthcare through leading health and academic partnerships, transforming services, to provide the best care where needed.

Our staff are real superstars; how they have responded to the challenge of the COVID-19 pandemic was amazing and reflects our values - which guide our decisions, our teamwork, how we support our people and how we deliver our patient care. The values form the mnemonic CARES:

Communication

Attitude

Responsibility

Equity

Safety



Our patients are at the heart of everything we do and our mission is to provide high quality, safe and compassionate care, improving the health and wellbeing of all the people we serve. In addition to our Estates, Clinical, Workforce, Digital, Communications and Engagement strategies, our strategic objectives this year are focused on Quality, Workforce, Performance, Money, Well-Led and Partnership Working.

2. Role profile: Job description & Person specification

Job Title	Deputy Sister - Critical Care
Salary Scale	Band 6
Division	Planned Care
Responsible to	Senior Sister
Accountable to	ITU Manager
Type Of Contract	Full Term/Flexible Working/Part Time
Hours Per Week	Full Time 37.5 – Part Time Minimum 24 hours per week considered
Location	Hillingdon Hospital

Job summary

The post holder will be an identifiable senior Critical Care nurse. You will have significant clinical experience, provide sound clinical expertise to their team, and coordinate and deliver high quality care. They will be a role model for expert clinical care, and lead on specific projects / management functions as delegated by the Senior Sister / Charge Nurse or Unit Manager.

You will always role model the Trust CARES values. The post holder will be responsible for coordinating the departmental activity on an ad hoc shift by shift basis. Maintaining standards of care in line with local and national guidelines. The post holder will be responsible for coordinating and supervising staff activity and patient care. You will act as an effective role model, supporting, supervising and teaching staff in the Critical Care unit and ensuring a high standard of care is delivered to patients, their relatives and carers. The post holder will be responsible for the daily flow of acute admissions, discharges and transfers and will work closely with the Senior Sister / Charge Nurse and Unit Manager.

Main Duties and Responsibilities: Professional and Clinical

1. Work in accordance with NMC Code: Professional standards of behaviour for nurses, midwives and nursing associates prioritising people, practicing effectively, preserving safety and promoting professionalism and trust.
2. Lead on assessing planning and implementing high quality care, and evaluating care options for patients in the clinical area, in line with the Trust values and objectives
3. Lead on complex clinical care for patients within their area
4. Ensure the safe custody, maintenance and administration of medication, in accordance with established Trust policy
5. Liaise with the Site Management Team/Unit Manager to ensure that patient flow and the management of beds is effective and safe.
6. Maintain a good understanding and implementation of clinical escalation procedures as required and provide sound evidence based clinical advice as required to staff and patients whilst maintaining the delivery of high quality end of life care in line with national pathways

7. Understand the Trust clinical governance framework, and participate in the promoting and safeguarding of high standards of care, through effective risk management and governance, and adherence to the Trust values
8. Be familiar with the Trust safeguarding policies and ensure that Safeguarding concerns are escalated promptly in line with trust policies
9. Work collaboratively and effectively with the Multi Disciplinary Team to ensure the delivery of high quality evidence based care.
10. Work with manager to collect and disseminate data on quality indicators etc., in line with national and Trust objectives
11. Promote and maintain patient safety at all times Maintain a safe working environment, including ensuring equipment is safe, and used in line with Trust policy and values
12. Have an awareness of current professional and clinical developments within their area of practice and promote this to others
13. Establish effective working relationships with other hospital departments and external agencies to facilitate safe and appropriate patient care using efficient and effective communication strategies.
14. Ensure that nursing documentation related to patient care is in accordance with the 'NMC Standards for records and record keeping' requirements, and the legal and ethical framework e.g. data protection, confidentiality.
15. Ensure the safe and effective use of all medical devices used within the Critical Care Unit.
16. Be conversant with the Trust's Major Incident policy and one's own role and responsibilities during such an event.
17. Ensure that nursing documentation related to patient care is in accordance with the 'NMC Standards for records and record keeping' requirements, and the legal and ethical framework e.g. data protection, confidentiality.
18. Actively identify and manage potential infection control issues ensuring all necessary precautions are in place for patients and staff including:
 - a) Ensuring that they are directly responsible for ensuring that cleanliness standards are maintained throughout the shift
 - b) Being aware of the methods by which nurses can request additional cleaning, both urgently (e.g., spills or discharge cleaning) and routinely (e.g. where standards are persistently below expectations)
 - c) Ensuring that all nurses working within their area of responsibility adhere to Trust policies on infection, prevention and control, taking corrective action as required.
 - d) Ensure and enforce adherence to the Trust Uniform and Dress Code Policy

Management

1. Undertake the role of Shift Leader on an ad hoc basis and provide support and leadership to junior and senior registered nurses, students, HCA's and colleagues from other disciplines. Supervise and the work of qualified and unqualified staff and learners. Provide clinical support and guidance to all staff
2. Demonstrate clear leadership skills and be an effective role model.
3. Manage the day to day staffing arrangements and rotas, to ensure safe levels of practice with attention to the competencies of individuals and the skill mix in different clinical areas. Take continuing responsibility for the unit in absence of Senior Ward Leader
4. Develop and maintain effective communication and working relationships with other professional groups, and staff within the Directorate and the Trust
5. Contribute to the effective management of the area by ensuring correct levels of staff are in place to deliver and assist with the planning of off duty rotas.
6. Initiate action on complaints and incident management and responses, and assist in their investigation and resolution.
7. Participate in recruitment and selection and develop effective selection and interviewing skills and undertake appraisals of junior staff as appropriate.
8. Have a working knowledge of budget arrangements for area, focusing on cost effectiveness and quality, to ensure maximum use of resource and ensure the effective use of resources, maintain adequate stock levels according to local policy including medicines, medical equipment
9. Maintain equipment including competence in use of medical devices and equipment. Ensure equipment is cleaned in accordance with unit and trust standards. Ensure faulty equipment or that needed repair is reported and sent for repair.
10. Understand and manage local change with team members, including the embedding of new projects. Lead on specific projects as agreed by the unit manager or Team Leader.
11. To have an awareness of Trust and Local Policies including;
 - Communication and behaviour
 - Sickness / Absence
 - Capability and Conduct
 - Whistle blowing
 - Equal opportunities
 - Disciplinary Policy

Education and Research

1. Identify training needs, in collaboration with Practice Development Educator and / or Senior Ward Leader or Lead Nurse within the department and participate in developing and establishing an appropriate competency framework and programme of education relevant to the identified training needs of the unit.
2. Encourage and facilitate an effective clinical learning environment for all staff across the MDT including nursing and allied health professional students.
3. Facilitate and participate in the orientation and induction of new staff members and act as mentor or preceptor where appropriate.
4. Develop and deliver or organise local training sessions mindful of Trust values and facilitate the development of informal teaching skills
5. Participate in clinical supervision / acting as supervisor
6. Actively support and assist in preceptorship and in pre-registration student support, supervision and guidance including mentorship where appropriate.
7. Participate and cooperate in audit and research activity as required within the Trust framework and act on findings to improve nursing practice.
8. Participate and assist in setting standards of patient care based on research findings
9. Act as a Link nurse for an area of practice with responsibility for sharing information relating to changes/developments to the unit team and participate in developing practice.
10. Investigate incidents as delegated Senior Ward Leader / Lead Nurse. Reflect on clinical incidents and participate in the development and implementation of strategies to improve practice and represent ward/department at clinical governance meetings as required and strive to ensure that nursing care is evidence based.
11. Participate in Service Improvement Projects as required by the Lead Nurse/Trust Quality Improvement Leads

Professional Development

1. Maintain professional registration and act as a role model at all times.
2. Ensure mandatory training and a satisfactory appraisal is in date
3. Undertake a professional development plan and demonstrate achievement of objectives
4. Ensure adherence to Trust policy and guidelines at all times
5. Identify personal education and development needs and in collaboration with the Senior Sister / Charge Nurse, address these needs through the Trust continuing personal and professional development process (PDR).

Consultancy

1. Share and involve patients and their carers in progress reviews and discharge planning to include care post discharge, service provision and self-care initiatives, consulting with specialist nursing services as required.
2. Give advice to patients and relatives regarding after care, services available self-management.
3. Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward.
4. Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.

General

1. To work in accordance with the Trust's Values to consistently demonstrate the behaviours required. The post holder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.
2. To ensure that Hillingdon Hospital Foundation Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. Maintain 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.
5. Work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.

Person Specification

Job Title	Deputy Sister - Critical Care
Salary Scale	Band 6
Division	Planned Care

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

Essential: E Desirable: D

Education and Qualifications	
NMC Registered Level 1 Adult Nurse	Essential
Recognised Adult Critical Care Course	Essential
Commitment to personal professional development	Essential
Evidence of recent study at level 6/7 and ongoing professional development	Desirable
Foundation management course or equivalent	Desirable

Experience	
Demonstrable post registration experience working with acutely unwell adults	Essential
Able to demonstrate leadership qualities	Essential
Patient flow and management experience	Essential
Ability to work effectively within a multidisciplinary team	Essential
Unit management experience	Desirable
Mentoring/sign-off mentor	Essential

Skills, knowledge and abilities	
Well established critical care skills and knowledge	Essential
Ability to make autonomous clinical decision in the best interest of the patient	Desirable
Participate effectively in a group discussion within the clinical arena	Essential

Personal Qualities	
Motivated and enthusiastic Ability to deal with stressful situations or refer to others appropriately.	Essential
Demonstrate good verbal and nonverbal communication skills • Good interpersonal skills and able to communicate effectively at an advanced level with staff and patients	Essential
Good interpersonal skills and able to communicate effectively at an advanced level with staff and patients	Essential