

Job Title: Critical Care Outreach Deputy Sister/Charge Nurse

Band: 6

Directorate: Theatres, Anaesthetics and Critical Care

Reports To: Lead Sister - Critical Care Outreach

**Professionally
Accountable to:** Matron

Main Base: York Teaching Hospital

Contract Status: Permanent

**AfC Job
Reference:** 144/2019

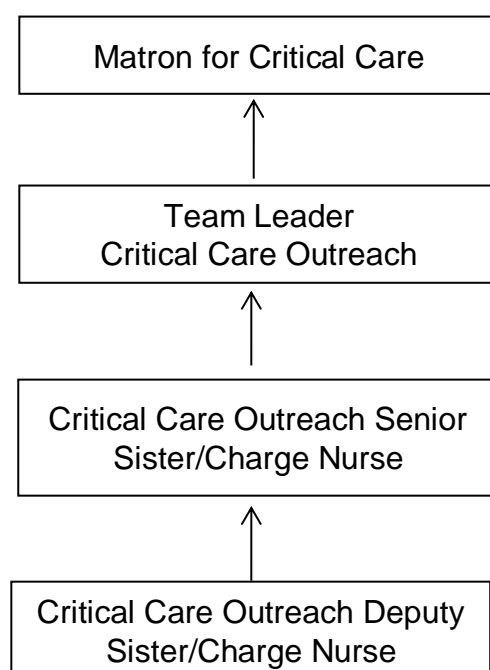
JOB SUMMARY

The post holder will be trained to ensure that they possess the necessary critical care skills to work as part of the Critical Care Outreach Team (CCOT) to provide clinical advice, education and support to ward based multi-disciplinary teams across a variety of clinical areas throughout the Trust.

The post holder will work to provide comprehensive assessment and care of the deteriorating/acutely ill adult patient leading to early intervention and treatment. The post holder will work in partnership with the Multi-disciplinary Team to initiate appropriate care and to prevent further physiological deterioration, identifying and referring those patients who require admission to critical care.

The post holder will act as part of the CCOT and the Hospital out of Hours Team to facilitate recognition and management of the acutely ill/deteriorating patient, including active participation in bleep filtering.

ORGANISATIONAL CHART:



KEY RELATIONSHIPS:

- All grades of nursing staff (Wards, Critical Care and Departments)
- Lead Clinician for Critical Care and other Critical Care Consultants
- Medical staff
- Allied Health Professionals
- Facilities staff
- Patients, families and Carers
- Non clinical teams
- Outpatient services

KEY DUTIES

The post holder will work within the ward environment and those areas caring for critically ill patients. The post will provide 24 hour cover.

Clinical

- Deliver and maintain a high standard of patient focused care in accordance with York and Scarborough Teaching Hospitals NHS Foundation Trust guidelines and policies.
- Work within frequently challenging clinical environments with high levels of physical and mental effort.
- Have knowledge of pathophysiology, anatomy and physiology in order to assess, plan, implement and evaluate treatment of the deteriorating adult
- Demonstrate clinical competence and confidence in caring for the deteriorating/ acutely ill adult, utilising critical care skills and knowledge in a

variety of clinical settings without supervision as part of the multi-disciplinary team.

- Provide rapid response and support for patients identified by the National Early Warning Score (NEWS)
- Undertake a systematic patient assessment based on history taking and clinical examination and implement a management/treatment plan
- Participate in providing direct patient care and support at the bedside until the patient is stabilised or transferred to an area with a higher level of care. Participate in initiating of therapeutic interventions for example to manage haemodynamic and respiratory instability.
- Refer to other members of the MDT and other specialities as appropriate.
- Participate in the transfer of critically ill patients to an appropriate environment
- Prescribe and administer a range of drugs by patient group directives.
- Accurately request pathology investigations and participate in clinical decisions based upon results
- Work without supervision, taking responsibility for own decision making, referring to Senior CCOT, ICU Senior Nurse or appropriate ICU consultant when further clinical input and advice is needed or when care and treatment goes beyond normal service parameters or scope of professional practice.
- Respect patients' rights to participate in decisions about their care and able to advise them on complex and personal matters.
- Communicate highly sensitive information to patients and their relatives, showing empathy and providing psychological support.
- Maintain clinical records in accordance with the most up to date NMC and trust guidance
- Act as a clinical role model which reflects the philosophy, beliefs and clinical standards of the Outreach and Resuscitation services
- Maintain a safe working environment
- Contribute to the implementation of the deteriorating patient policy throughout the Trust.
- Recognise potential areas for service improvement which may involve suggestions received from staff that should be promptly referred to the Team Leader.
- Carry the crash bleep and respond to 2222 calls as required.
- Develop competence in advanced clinical skills such as:
 - Venepuncture and Cannulation
 - Arterial blood gas sampling and interpretation
 - Care and management of central line devices
 - Recording and interpretation of ECGs
 - Tracheostomy/laryngectomy care and management
 - Airway management and use of airway adjuncts
 - Advanced Life Support
 - Instigation of Non invasive ventilation (NIV)
 - Instigation of High Flow Nasal Oxygen Therapy (HFNO₂)
- Provide follow-up care for patients transferred from ICU/HDU to the ward areas.

- Deliver and maintain a high standard of patient focused care in accordance with York and Scarborough Teaching Hospitals NHS Foundation Trust guidelines and policies. Ensuring that professional standards are maintained in accordance with the NMC Code of Professional Conduct..
- Routinely review tracheostomy/laryngectomy patients, providing support to ward teams in line with policy.
- Act as a clinical role model, which reflects the philosophy, beliefs and clinical standards of the outreach service.
- Demonstrate an understanding of key infection prevention and control policies including, hand hygiene, MRSA, transfer of patients and ANTT.
- Utilise evidence based standards, policies and guidelines.

Education and Training

- Provide clinical advice, support and education to junior medical and nursing staff.
- Inform, consult and educate members of the multi-professional team regarding the purpose and function of outreach and the function and use of the National Early Warning Scoring system.
- Contribute to the promotion of a positive learning environment within the clinical areas across the Trust.
- Promote evidence based practice.
- Keep up-to-date with developments, advancements within critical care by working clinically in the critical care environment.

Management and Leadership

- Utilising excellent interpersonal skills, develop good working relationships across the MDT.
- Liaise with Bed Managers and Senior Critical Care Team to promote the safest placement of patients to support patient care and patient flow.
- Attend 'Hospital Out Of Hours' handover meetings and ensure the safe and effective communication of deteriorating patients, supporting and taking responsibility for task allocation as required.
- Provide support and direction for junior members of staff, including Clinical Support Workers.
- Provide leadership for the multidisciplinary team as required when managing acute situations.
- Act as a positive role model.
- Raise concerns with regards to patient safety, risk, danger, malpractice or wrong doing by following the Trust's Whistleblowing policy and supporting processes.

Research and Audit

- Maintain Critical Care Outreach audit database.
- Contribute to data collection for local and national audits.
- Contribute to collating the data for the national cardiac arrest audit.
- Maintain up-to-date knowledge of current research/audit and best practice.
- Co-operate with any research which may take place in the Trust.

KEY VALUES:

- Commitment to delivering high quality evidence based care.
- Commitment to enhancing care for deteriorating patients within the Trust.
- Commitment to working in a multi-disciplinary team.
- Commitment to the clinical area, valuing the contribution of all team members, encouraging a positive and creative working environment.
- Commitment to own personal and professional development and to the development of others within the team.
- Commitment to support, uphold and demonstrate the core values and behaviours of the Trust

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**.
- We are **open**.
- We pursue **excellence**.

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other.
- Treat each other **fairly**.
- Are **helpful** and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others.
- Work **collaboratively**, to deliver the best possible outcomes.
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best.
- Demonstrate high **integrity**, always seeking to do the right thing.
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS

The post holder will uphold and support these values in accordance with the Personal Responsibility Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder is responsible and accountable for their own practice in line with Trust Infection Prevention and Control policies that reflect evidence, best practice and legislative requirements.

The post holder will have the appropriate level of child protection and adult safe guarding knowledge, skills and practice required for the post and be aware of and comply with the Trust's child protection and adult safe guarding policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- Health & Safety: Under the Health and Safety at Work etc. Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.
- Fire: The post-holder must adhere to the Trust's Fire Policy, including attendance at training.
- Working Time Regulations: The post holder must ensure that they do not work more than an average of 48 hours per week based on a 17-week period regardless of whether this is for the Trust as a secondary contract, as overtime, bank/casual, and agency work or with another employer.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones, other than designated smoking areas.

The Trust attaches great importance to sustainability and Corporate Social Responsibility. To achieve this it is the personal responsibility of all staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities. This will include (but is not exhaustive) - recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing and copying. Minimising water usage and reporting any electrical faults, water leakage or other environmental concerns promptly. Minimising travel or if travel needed utilising low carbon travel options where possible. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact on purchases.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder. The job description will be reviewed annually as part of the Trust's Appraisal process.

JOB DESCRIPTION AGREEMENT:

Job Holder [Print name]	Job Holder Signature
Recruiting Manager [Print name]	Recruiting Manager Signature

SPECIAL WORKING CONDITIONS

PHYSICAL EFFORT

The job holder will have to:

- Frequent standing, sitting, walking, kneels and crouches to attend to patient needs. Responding to changes patient condition.
- Patient Care (e.g. drug administration). Shift working.
- Moving & handling of patients and equipment on a daily basis several times per shift:
- Patients – 10-120kg (with lifting aids). Equipment - medical equipment, specialised mattresses (weight 1-20kg).
- Be able to have dexterity and manipulation when undertaking procedures such as administration of medications and intravenous drugs, complex dressings.

- To spend periods of time operating a computer, using keyboards mobile and static computers. Required to input data using a variety of technologic methodologies.

MENTAL EFFORT

The job holder will:

- Have continuous mental effort/concentration in relation to responding to and meeting patients nursing care needs (e.g. for 8-12 hour shift).
- Respond to changing circumstances (e.g. changes in patient condition, prioritisation of workload).
- Calculate drug doses.
- Deal with complex and changing care needs of patients within an acute hospital environment (includes communication with relatives/carers).
- Be able to concentrate and produce reports under a variety of situations including very short notice and involving interruptions and change of priority.
- Be able to read and analyse DoH, RCN, NMC policy and guidance pertinent to Nursing and Midwifery and LTHT. Be able to incorporate and disseminate information.
- Facilitate training sessions - requires careful planning and is time consuming. May be required to deal with difficult subject matter and people.

EMOTIONAL EFFORT

The job holder will:

- Observe working practices in a wide range of clinical environments. This includes may include end of life care as appropriate.
- Be exposure to difficult situations including dealing with irate patients and relatives as part of investigation team in PALS.
- Make verbal and written recommendations about changes required in clinical environments. This includes informing the ward team about poor performance or clinical issues.
- Provide counselling and advice to nurses, support staff, administration staff, managers in areas of their poor performance or poor performance.
- Be exposed to difficult situations including death and dying, distressed patients and relatives/carers and frequently conveying unwelcome news regarding patient's condition to relatives/carers.
- Deal with complex workload.

WORKING CONDITIONS

The job holder:

- Will be exposed to a wide range of environmental, emotional and psychological conditions that have to be adjusted to.
- Working temperature should be controlled, but may experience hot or cold work environment.
- Will be exposed to smells – dealing with body fluids on a daily and frequent basis.
- May experience violence and aggression from patients and/or relatives/carers.
- Will be exposed to patients with infections.

KSF GENERIC BAND OUTLINE:

PAY BANDS	C1: COMMUNICATION	C2: PERSONAL & PEOPLE DEVELOPMENT	C3: HEALTH, SAFETY & SECURITY	C4: SERVICE IMPROVEMENT	C5: QUALITY	C6: EQUALITY & DIVERSITY
	LEVELS					
1	1	1	1	1	1	1
2	2	1	2	1	1	2
3	2	2	2	1	2	2
4	2	2	2	2	2	2
5	3	3	2	2	2	2
6	3	3	2	2	3	2
7	3	3	3	3	3	3
8 a-b	4	4	3	4	4	3
8 c-d and 9	4	4	4	4	4	4

OH1a Job Risk Assessment Sheet

Tel: 01904 725093

This profile is intended to identify the hazards that the postholder is likely to be exposed whilst undertaking this role. This is intended to complement the Work Health Assessment Form.

Job Title:

Directorate:

Name:

Occupation:

The job involves occupational exposure to:	Yes ✓	No ✓	Details/frequency of exposure
Clinical contact with patients	✓		
Non clinical contact with patients	✓		
Respiratory irritants (e.g. fumes, dust)		✓	
Exposure to noise over 80db		✓	
Latex	✓		
Cytotoxic agents		✓	
Solvents		✓	
Working at night	✓		
Working at heights		✓	
Food preparation and handling		✓	
Working alone	✓		
Shift work	✓		
Exposure prone procedures (e.g. surgical invasive procedures)		✓	
Regular work with patients with TB/ handling of TB specimens	✓		Exposed to sick patients with unknown infections
Work with potentially aggressive patients/ clients (verbally or physically)	✓		
Regular requirement to stand/ bend/ kneel/ walk etc.	✓		
Regular requirement to lift/ push/ pull patients/ objects	✓		
Very hot or very cold working environments	✓		
Work with immunocompromised patients	✓		
Regular use of display screen equipment	✓		
Driving duties (patient/client/staff transport/ transportation of goods e.g. post, specimens)		✓	
Exposure to hand transmitted vibration		✓	
Working in confined spaces	✓		
Risk of blood or body fluid exposure	✓		
Exposure to ionising radiation	✓		
Exposure to substances hazardous to health (COSHH regulations) please specify substances	✓		
High mental stress content	✓		
Other workplace exposure – please Specify			