

JOB DESCRIPTION

POST:	Deputy Unit Leader
CLINICAL UNIT:	Gastroenterology and Liver Unit
BAND:	Band 6
RESPONSIBLE TO:	Unit Leader
ACCOUNTABLE TO:	Clinical Matron- Specialist Services

JOB SUMMARY

- To work as a skilled member of the nursing team, to provide a high standard of holistic patient centred care.
- Ability to promote patient centred care and establish good relationships with patients and carers
- To communicate effectively at all levels within the multi-disciplinary team.
- To be able to take charge of the Ward in the absence of a Band 7 Ward/ Unit Leader.
- To act as a lead nurse in an emergency situation.
- To be able to manage the patient flow within the Ward with consideration to target delivery and bed status
- To manage a team of both registered and unregistered Nursing staff.
- Flexibility to ensure 7 day senior nurse cover for the Ward

MAIN DUTIES AND RESPONSIBILITIES

NURSING:

- To provide the highest standard of nursing care.
- To plan, assess, implement and evaluate programmes of care for individual patients and to supervise other staff in this activity.
- To ensure an ongoing welcoming, caring and safe environment is provided for the patient and their carers.
- To act as an advocate for the patient and family, providing them with information and support and directing them to the relevant support services where appropriate.
- To start planning discharges from admission, liaising with the multidisciplinary team, other departments and community services as necessary.
- To develop and maintain clinical skills and knowledge necessary to provide holistic, evidence-based nursing care. This includes expanded role responsibilities, following appropriate training.
- To be competent in the administration of medicines.
- To ensure clinical practice is evidence based or peer reviewed “best practice”.

MANAGERIAL:

- To supervise and support members of the Ward team and ensure that all patients receive appropriate care
- To co-ordinate the multidisciplinary team. To ensure that prescribed treatments are carried out, and that multidisciplinary team members are informed of changes in the patient's condition.
- To ensure quality care is given by being familiar with agreed ward and Trust standards of care.
- To manage allocated resources effectively and efficiently. This includes maintaining the correct skill mix of staff for patient dependency, bed management, utilisation of time and equipment, in the absence of senior staff.
- To assist in ensuring the safety of the department, actively participating in clinical audit, clinical risk and quality issues, including the managing and reporting of incidents.
- In the absence of a Band 7 Ward/ Unit Leader take charge of the shift and Ward leadership and management

PROFESSIONAL:

- To demonstrate a professional approach to work, and act in accordance with the NMC Code of Professional Conduct and Trust policies.
- Maintains standards of conduct and dress to sustain the public confidence in accordance with the NMC Code of Professional Conduct and Trust policies.
- To have knowledge of and adhere to ward and Trust policy and professional standards. To ensure that team members do likewise.
- To maintain confidentiality surrounding the patient's admission and treatment at all times.
- To ensure documentation is complete and up to date, in line with NMC and Trust guidelines.
- To meet PREP requirements. To identify own learning needs and ensure own professional development is maintained by keeping up to date with practice developments.
- To participate in staff development and in service training activities.

EDUCATIONAL:

- To actively assist in the education and practical training of learners and junior staff at every opportunity. To work in co-operation with the university in order to provide uniformity and promotion of professional standards.
- To participate in informal and formal teaching.
- To supervise and orientate learners and new staff.
- To act as a preceptor for junior staff nurses.
- To be a resource for students and junior colleagues.
- Developing and promoting good practice in developing research-based protocols.

HEALTH AND SAFETY

In carrying out these duties the employee is required to take responsible care to avoid injury or accident, which may be caused by work. These duties must be performed in accordance with the Directorate/Trust's Health & Safety Policy, which is designed to secure safety in working practice and in handling materials and equipment, C.O.S.S.H.,

and must be up to date with all mandatory training required by the Trust, to include an awareness of Trust Policy on Major Incident and partake in regular practice.

PHYSICAL EFFORT

There is an ongoing requirement to exert light physical effort e.g., moving patients over 15 Kg and pushing trolleys over 28 Kg, sudden explosive effort such as running from a standing start. Rotational shift patterns to include days, nights, weekends, bank and school holidays.

MENTAL EFFORT

There is a frequent requirement for concentration where the work pattern is unpredictable, often due to the frequently changing needs of the department. There is likely to be constant interruptions and demand. Calculation of drug doses and infusions.

EMOTIONAL EFFORT

Exposure to traumatic circumstances. Dealing with distressed patient's relatives c/o the dying or sudden death of an adult. Frequent interaction with violent or aggressive/ abusive patients/relatives. Emotional support for peers and the multi-disciplinary team.

STRUCTURE CHART

Matron for Specialist Services

Unit Leader

Deputy Unit Leader- This Post

Staff Nurse

OTHER

- The post-holder must comply with all RCHT Policies and Procedures.
- The post-holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER

JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Head of

Department Signature:

Date:

Title:

Please note:

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.

Person Specification for the Post of: Deputy Unit Leader– Band 6

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

REQUIREMENTS	CRITERIA	E/D*	HOW ASSESSED ? AF/IV/T**
Education/Qualifications/ Training	<ul style="list-style-type: none"> Registered Nurse Current registration Assessing & Mentoring qualification NVQ Assessors course Possession of degree or in the process of obtaining Mandatory Training 	E E D D D E	AF AF AF AF AF AF
Skills/Abilities	<ul style="list-style-type: none"> Ability to plan and prioritise care for patients. Committed to patient centred care Excellent verbal and written communication skills Good time management and teaching skills. Ability to work well both in a team and on own initiative Administration of IV drugs To act as a lead nurse in resuscitation Awareness of the Trust Major Incident Policy Cannulation and venpuncture Ability to lead the shift when required in the absence of senior staff. 	E E E E E E E E D E	IV IV IV IV IV AF IV IV IV IV
Experience	<ul style="list-style-type: none"> A minimum of 18 months post-registration experience in the specialty Experience of supervising and assessing students Previous experience in the relevant specialty Previous Ward Leadership experience – six to twelve months 	E D D D	AF/IV AF/IV AF/IV AF/IV

Knowledge	• Understanding of professional and current issues in nursing.	E	IV
	• Understanding of the importance of research and evidence-based practice	E	IV
	• Awareness of cultural needs	E	AF
	• Basic knowledge of computer skills	E	AF
Other Requirements	• Good attendance record.	E	IV
	• Good interpersonal skills.	E	IV
	• A professional approach to work.	E	IV
	• Enthusiastic, motivated and approachable	E	IV
	• Assertive	E	IV
	• Willing to support others	E	IV
	• Demonstrates ability to use initiative.	E	IV
	• <u>Accountability</u> – Takes responsibility for own actions and promotes good team working	E	IV
	• <u>Openness</u> – Shares information and good practice appropriately	E	IV
		E	IV

Physical Skills/Environment / Emotional Effort/Mental Effort	<u>Physical Skills/ Environment</u>		
	<ul style="list-style-type: none"> Requirement to exert light physical effort. Eg moving patients over 15 Kg and pushing trolleys over 28 Kg, sudden explosive effort such as running from a standing start. 12.5 hour shift pattern internal rotation. 	E	IV
	<ul style="list-style-type: none"> Undertake specific nursing procedures involving manual dexterity for example intravenous injections. Frequent contact with blood products/body fluids and subjected to unkempt and infested patients. 	E	IV
	<ul style="list-style-type: none"> Physical skills to manually handle patients and appropriate lifting aids to maintain patient comfort and assist in rehabilitation. 	E	IV
	<u>Mental Effort</u>		
	<ul style="list-style-type: none"> Frequent requirement for concentration where the work pattern is unpredictable, often due to the frequently changing needs of the department. 	E	IV
	<ul style="list-style-type: none"> Constant interruptions and demands. 	E	IV
	<ul style="list-style-type: none"> Calculation of drug doses and infusions. 	E	AF
	<u>Physical Effort</u>		
	<ul style="list-style-type: none"> Able to work with rotating shift patterns – 11.5 hour shifts / night shifts over 7 days of the week. 	E	AF/IV
	<ul style="list-style-type: none"> Moving / manual handling of patients & equipment. 	E	AF
	<u>Emotional Effort</u>		
	<ul style="list-style-type: none"> Able to deal with exposure to sudden bereavement and cope with distressed relatives c/o the dying or sudden death of a patient. 	E	IV
	<ul style="list-style-type: none"> Able to deal with exposure to 'difficult', violent and aggressive behaviour from patients & relatives. 	E	IV
	<ul style="list-style-type: none"> Emotional support for peers and the multi-disciplinary team. 	E	IV
Additional Circumstances	A Disclosure and Barring Service check satisfactory to the organization.	E	T
	Occupational Health Clearance	E	IV
	Ability to undertake duties	E	IV
	Post-holder must comply with professional code of conduct and/or code of conduct for NHS managers where applicable.		

*Essential/Desirable

**AF - Application Form

IV - Interview

T – Test