

## AGENDA FOR CHANGE: JOB DESCRIPTION

<b>Post title:</b>	<b>Sister/Charge Nurse: TAVI / Catheter Labs</b>
<b>Directorate/department:</b>	Cardiovascular and Thoracic
	Division D
<b>Agenda for Change band:</b>	Band 6
<b>Accountable to:</b>	Senior Sister / Charge Nurse
<b>Accountable for</b>	Staff Nurse / HCA team as allocated
<b>Main purpose:</b>	<ol style="list-style-type: none"> <li>1. To be responsible for assisting the Senior Sister /Charge Nurse in the management of the department, ensuring adequate standards of care are maintained using available resources.</li> <li>2. To help create a conducive learning environment and to provide clinical nursing advice to nurses at Band 5 and below.</li> <li>3. The post-holder must at all times adhere to the Nursing and Midwifery Council (NMC) Code of Conduct.</li> <li>4. To support the TAVI service and the expansion of this service.</li> </ol>
<b>Key working relationships:</b>	Multi-disciplinary Cath Lab & Day Unit Team, Consultant Cardiologists Specialist Nurses, CV&T Matrons, Vascular Surgeons, Catheter Lab Manager, Hybrid Sister.
<b>General duties:</b>	<p><b>Professional/Clinical:</b></p> <ol style="list-style-type: none"> <li>1. To participate in the monitoring and evaluation of standards of care, using 'Essence of Care' as a framework, ensuring that Corporate and nursing objectives are achieved.</li> <li>2. To assess, plan, implement and evaluate individualised care, providing support to other members of the multidisciplinary team.</li> <li>3. To act as team leader in the supervision of the professional work of nursing staff at Band 5 and below, exercising good leadership and control.</li> <li>4. To take charge of the department on a regular basis.</li> <li>5. To liaise with all patients and their relatives and ensure that they are kept informed of treatment and progress and to participate in the provision of advice and support.</li> <li>6. To adopt a pro-active role in meeting the Clinical Governance agenda for CV&amp;T.</li> <li>7. To promote evidence-based practice and to take an active part in any research/audits being undertaken in the Unit.</li> <li>8. To participate in the discussion of clinical developments with the Matron and Senior Sister/Charge Nurse and to assist in the implementation of changes benefiting the standards of care to patients.</li> <li>9. To inform the Senior Sister/Charge Nurse of any complaints or adverse events received, reporting on what action has been taken, in</li> </ol>

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	<p>accordance with Trust policies and procedures.</p> <ol style="list-style-type: none"> <li>10. To adhere to Trust policies and procedures and be familiar with the location of current files.</li> <li>11. To ensure compliance with Infection Control standards, in line with Trust policy.</li> <li>12. To organise the reception of patients and visitors in accordance with recognised procedures.</li> <li>13. To ensure patients and relatives have access to medical staff to discuss treatment and progress.</li> <li>14. To arrange the care of patient's property, with their permission, in accordance with Unit policies and within the limitations of hospital responsibilities.</li> <li>15. To teach patients and relatives about continuing treatment programmes, limitations of illness or self-monitoring of disease process.</li> <li>16. To maintain good liaison with other nursing units and hospital departments.</li> <li>17. To act as an effective role model and foster, by example, professional standards, related to attitudes, appearance, and conduct.</li> <li>18. To communicate and present oneself in a professional manner at all times.</li> <li>19. To be punctual, reliable, and trustworthy at all times.</li> </ol> <p><b>Education/Training:</b></p> <ol style="list-style-type: none"> <li>1. To help create an environment that is conducive with learning and the professional development of staff.</li> <li>2. To teach nurses at Band 5 and below in clinical and management skills.</li> <li>3. To participate in the induction/in-service training of staff who are new to the department.</li> <li>4. To teach and supervise junior staff in collaboration with the Education and Training Team.</li> <li>5. To inform the Senior Sister/Charge Nurse of any training and development needs at appraisal or as identified within the Unit.</li> <li>6. To participate in the Continuous Assessment of Practice for pre/post registration course members and the assessment of competencies.</li> <li>7. To act as facilitator for trained members of staff undertaking professional development programmes as necessary.</li> </ol> <p><b>Management:</b></p> <ol style="list-style-type: none"> <li>1. To assist in the planning of duty rotas, ensuring 24 hour on call nursing cover and adequate skill mix.</li> <li>2. To complete workforce documentation as required.</li> <li>3. In the absence of the Senior Sister/ Charge Nurse, to undertake counselling of ward staff and nurses in training on personal and</li> </ol>
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	<p>professional matters.</p> <ol style="list-style-type: none"> <li>4. To attend meetings on matters pertaining to the ward or Care Group as agreed with the Senior Sister/Charge Nurse, provide feedback, and carry out actions as required.</li> <li>5. To promote sound relationships with all members of the multi-disciplinary team.</li> <li>6. To take on a specific area of interest/project/audit and develop a ward resource for this.</li> <li>7. To take part in change management and project management within the Unit.</li> <li>8. To develop skills in undertaking staff appraisals for a specific group of staff.</li> <li>9. To ensure that all staff when on duty are wearing correct uniform and promote a professional image.</li> <li>10. To be aware of allocated budgets and out-going costs and to promote cost effectiveness within the ward area/Unit.</li> <li>11. To attend Care Group meetings pertaining to finance in the absence of the Senior Sister/Charge Nurse.</li> <li>12. To act on shortfalls in workforce levels, which will affect the standards and delivery of patient care and inform Senior Sister/Charge Nurse.</li> <li>13. To participate in the recruitment and selection process of new staff and relevant induction programmes.</li> </ol> <p><b>Speciality Specific Requirements:</b></p> <p><b>To support the daily running of the catheter labs and associated training of junior staff in all areas.</b></p> <p>To support the TAVI service by being skilled in the following areas:</p> <ol style="list-style-type: none"> <li>1. Valve preparation, both Edwards and Medtronic</li> <li>2. Scrub skills in all valve implant cases, transfemoral, transapical and trans- axillary</li> <li>3. To support the vascular surgeon during vascular cutdown and maintain skills in this area by working with the vascular team regularly</li> <li>4. To understand and be responsible for the ordering and storage of TAVI valves</li> <li>5. To be trained to support the Congenital team during TAVI valve implants.</li> <li>6. To liaise with the Consultant team and Company Reps and maintain current knowledge and practice, in line with advances in the service.</li> <li>7. To work with the multidisciplinary teams in all areas, cardiac, vascular, and interventional radiology</li> <li>8. To be responsible for training and competency sign off of new team members in both valvuloplasty and valve implantation.</li> </ol>
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### IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<p><b>Duty of care</b></p>	<p>You are responsible for ensuring that the patient, family, and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<p><b>NHS standards of business conduct and professional registration</b></p>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended, or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g., NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<p><b>Living our values every day</b></p>	<p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values, every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff, and partners in continuing to improve the experience people have using and delivering our services</p>
<p><b>Health and safety:</b></p>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety, and welfare</p>
<p><b>Infection prevention and decontamination of equipment:</b></p>	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<p><b>Child protection/safeguarding</b></p>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
<p><b>Confidentiality</b></p>	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</b></p>

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
<b>Mental Capacity Act 2005</b>	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
<b>Sustainability</b>	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
<b>Last updated</b>	22 April 2024