

## JOB DESCRIPTION

<b>JOB TITLE:</b> Clinical Skills Technician	<b>BAND:</b> 3	
<b>DIVISION:</b> Medicine	<b>DEPARTMENT:</b> Emergency Department	
<b>RESPONSIBLE TO:</b> ED Lead Nurse		
<b>CONTACT WITH:</b> Patients, Carers, Visitors, other Healthcare Professionals		
<b>PRINCIPAL OBJECTIVES:</b>		
<ul style="list-style-type: none"><li>• To work effectively as a member of the ED multi-disciplinary team</li><li>• Able to work independently, under direction of the Nurse in Charge</li><li>• To safely manage the basic care needs of a defined group of patients</li><li>• To be responsible for effective communication with ED team members and the wider healthcare team.</li><li>• To work flexibly to meet the demands of the service</li></ul>		
<b>KEY RESPONSIBILITIES:</b>		
<b><u>Clinical</u></b>		
<ul style="list-style-type: none"><li>• Provide support and ensure safe, effective management of patient care for an allocated group of patients</li><li>• Demonstrate appropriate care of patients with varying range of abilities and disabilities</li><li>• Demonstrate compliance with the Trust Consent Policy</li><li>• Perform electrocardiograms as directed by relevant doctor/nurse</li><li>• Insert intravenous cannulae as directed by relevant doctor/nurse</li><li>• Obtain venepuncture and blood samples from patients, as directed by relevant doctors/nurses</li><li>• Label the sample and ensure its prompt dispatch/delivery to the Pathology department for analysis</li><li>• To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed</li><li>• Demonstrates an understanding of normal and abnormal results/readings</li><li>• Undertake vital signs observations as required, and escalate concerns.</li><li>• To demonstrate the ability to recognise the deteriorating patient.</li><li>• Ensure application of aseptic techniques at all time in accordance with the Trust Infection Prevention Policy</li><li>• Report faulty equipment to the appropriate member of staff and take action as requested</li><li>• Participate with the Healthcare Team in the timely discharge of patients</li><li>• Adopt correct moving and handling techniques</li><li>• To provide where necessary, appropriate communication to patients, relatives and visitors to the ED</li><li>• To prioritise all work on a regular basis, working closely with the Nurse in Charge to support portering if required</li><li>• Maintain a safe environment for patients, visitors and staff</li><li>• To work within the ED team to ensure delivery of timely emergency care</li><li>• To work within the Emergency Department Multi-disciplinary Team to achieve the ED Indicators</li></ul>		
<b><u>General Duties</u></b>		
<ul style="list-style-type: none"><li>• Assist with ensuring department is kept tidy - reporting any cleanliness issues to cleaner/ housekeeper</li><li>• Check medical equipment is plugged in and charging, particularly post transfer of patient, assisting with maintenance of certain equipment as trained</li><li>• Maintain a safe environment for patients, visitors and staff taking appropriate action and report appropriately</li><li>• Greet all persons entering the department in a friendly and helpful manner <i>#hellomynameis</i></li><li>• Provide information to patients and relatives when undertaking portering role within the ED i.e. when moving to another area</li></ul>		

- Provide a messenger and delivery service as required
- Inform the Lead Nurse or Nurse in Charge at the earliest opportunity of any complaints or incidents
- Liaise closely with other health professionals e.g. radiographers, physiotherapists
- To be aware of current local and national ED priorities and support the wider ED team in achieving goals

#### **Patient Related Duties**

- Monitor patients basic clinical observations as directed and escalate any concerns
- Demonstrate the ability to recognise and action the deteriorating patient
- Safely and efficiently support the transfer of patients throughout the hospital when required. This will include transporting ED trolleys, beds and wheelchairs
- Confirm patient identity prior to moving when patients are unaccompanied
- Ensure patients' dignity and privacy are respected at all times
- Communicate with the patients in a warm, professional and friendly manner
- To report back to nursing staff any relevant information/concerns regarding patients well being
- Support nursing staff in monitoring any individuals who may be at risk to themselves or others
- Commitment to developing skills and knowledge to support role
- Responsible for undertaking Trust mandatory training and core skills updates

#### **All Clinical and Non-clinical staff:**

- To be responsible for complying with Trust Infection Control policies and clinical guidelines.
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- You must at all times be aware of the importance of maintaining confidentiality of information gained by you during the course of your duties. This will, in many cases, include access to personal information relating to service users. You must treat all information in a discreet and confidential manner and keep it secure.
- Prepare and actively participate in Trusts annual Performance Development Review process and progress reviews
- Ensure training and development needs detailed in your personal development plan are followed up and the effectiveness of the acquired training and development evaluated in term of self, patient and service
- To be responsible for complying with Trust Infection Control policies and clinical guidelines.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust Equality and Opportunity Policy and Race Equality Scheme and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

**PREPARED BY: ED Lead Nurse**

**Reviewed and updated 16/02/2021**

*This job description is issued as a guide to your principal responsibilities. It may be varied from time to time to meet new working requirements and does not form part of your Contract of Employment*