Agenda for Change No: N322

.

**JOB DESCRIPTION**

**JOB TITLE** **Sister / Charge Nurse**

**GRADE/BAND Band 6**

**LOCATION**  **Critical Care Unit**

**Pinderfields Hospital**

**RESPONSIBLE TO Senior Sister/Charge Nurse**

**ACCOUNTABLE TO Lead Nurse**

**JOB PURPOSE**

* To act as clinical lead for the Critical Care setting on a shift to shift basis. The key roles are ensuring a high quality service is delivered to patients and carers, the supervision and support of junior Multi Disciplinary Team (MDT) members and to ensure the ongoing smooth running of the department. To effectively communicate to, and support, patients their family and carers.

**Professional**

* To write departmental and implement Trust wide/departmental policies, procedures and guidelines. To contribute towards the development and updating of policies, procedures and guidelines.
* Maintain a professional appearance in line with the Trust dress code
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her business
* Uphold the privacy and dignity of the patient and respect the equality of patients at all time

**2. Key Responsibilities**

* To act as clinical lead for the Critical Care setting on a shift to shift basis. Co-ordinating staff allocation and patient flow.
* To work clinically on the unit, initiating and promoting excellence in clinical practices as a role model to junior staff.
* Ensure high standards of nursing care are maintained and provided within a safe and caring environment.
* Prepare bed areas for admission of critically ill patients ensuring all equipment is available, correctly assembled and functional.
* Assess, plan, implement and evaluate patient care using evidence to rationalise care for both conscious and unconscious patients independently.
* Contributes to create a culture within the Critical Care area which recognises and works in partnership with patients and their carers involving them in all decisions relating to their care delivery. Act as the patients advocate where appropriate.
* Work in collaboration with other professionals to promote seamless patient care delivery.
* Process diagnostic tests and obtain samples as requested by medical staff e.g. blood taking. Report results when available to appropriate staff.
* To identify and develop an individual area of expertise and disseminate this in different formats to meet the needs of the information to be delivered e.g.; verbal, newsletter, poster electronic.
* Overseeing and maintaining accurate patient and organisational records according to NMC and Trust guidelines.
* Having the freedom to act within clinical guidelines to ensure ongoing patient wellbeing.
* Having the freedom to act within clinical guidelines in an emergency situation.
* Responsible for own and whole department’s requirement to reduce hospital acquired infection and cross infection through the implementation of good practice e.g. effective hand washing; using protective clothing appropriately; rigorously applying standard (universal) precautions to minimise the transmission of infection.
* Responsible for ongoing cleanliness of patient and work areas, participating and overseeing activities where soiled and infected material and waste may be handled
* To be clinically competent in using all equipment available on the critical care area and be able to train others in its use e.g. ventilatory support; invasive pressure monitoring; intravenous infusion devices; near patient testing; dynamic mattress systems.
* Constantly observe patient’s haemodynamic and ventilatory status, accurately record observations and take appropriate actions, relaying abnormalities to colleagues within the MDT.
* Safely care for patients with multiple infusion devices, maintaining accurate fluid balance.
* Use of correct moving and handling techniques and appropriate equipment when moving or handling patients, stock and equipment which may be soiled or infected.
* Assess patient’s level of consciousness, utilising appropriate tools. Report changes as appropriate. Safely care for aggressive and/or confused patients, maintaining a safe environment at all times for patients, staff and visitors.
* Participates in Clinical Procedures, e.g. (not an exhaustive list)

invasive line insertion

intubation / extubation

hand ventilation

tracheostomy insertion

chest drain insertion

Renal Replacement therapy

Diagnostic procedures: bronchoscopy

CT

lumbar puncture

and is able to prepare all equipment and safely care for the patient during and after the procedure independently (procedures dependant upon individuals area of practice).

* Respond appropriately in emergency situations to support the multidisciplinary team, taking a lead role in an arrest situation within the Critical Care area.
* Sensitively care for dying patients and their families, provide information and support. To be involved in organ donation processes as appropriate.
* Safely prepare patients for discharge. Communicate verbally and in writing relevant information to receiving wards, specialist clinical teams, patients and carers, and other disciplines e.g. Social Work Department.
* Transfer all level of patient’s both inter and intra hospital (dependant upon individuals area of practice).
* Participate in internal rotation within the critical care areas to develop clinical knowledge and skills and ensure a safe patient and staff environment in times of peak activity.

**3. Resources and Finance**

* Critical examine working practices within the department to identify cost improvements and effective measures, develop and implement action plans
* To maintain the record of premium rate activity on the definitive list
* To validate all claims for premium rate work against the relevant record in the definitive list
* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.

All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:

* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
* Attending all mandatory safeguarding training in accordance with their role
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns

**5. Personal Responsibilities**

* The post-holder is responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the trust
* The post holder may be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all time
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer
* Assist when required to do so, in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopted a “bare below the elbow policy” in January 2008. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

##### Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

# Smoke Free Policy

The Mid Yorkshire Hospitals NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

1. Inside any building owned or used by or in areas used by Mid Yorkshire Hospitals NHS Trust staff in buildings shared with other organisations
2. In the grounds and car parks of premises of The Mid Yorkshire Hospitals NHS Trust
3. In the entrances of any The Mid Yorkshire Hospitals NHS Trust buildings
4. In the immediate areas outside The Mid Yorkshire Hospitals NHS Trust
5. In vehicles owned or leased by The Mid Yorkshire Hospitals NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**PERSON SPECIFICATION Band 6 Sister/Charge Nurse**

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| **POST TITLE: POST REF NO. LOCATION:** | | | |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * Registered General Nurse (RGN) * Recognised Critical Care post registration course, or willing to undertake. * Teaching and Assessing qualification | Research Skills  Educated to Degree level  Recognised leadership/management qualification. | Application Form  NMC PIN Number verification at interview. |
| **Experience** | * Substantial Critical Care experience * Developed scope of practice | Undertaken Audits  Report writing  Implementation of change and evaluations. | Application Form  Interview  References |
| **Knowledge and Awareness** | * Has up to date knowledge of current Critical Care issues * Has up to date knowledge of Clinical Governance issues * Awareness of change management | Critical Care networks external to the Trust. | Interview |
| **Skills and Abilities** | * Excellent written and verbal communication skills * Leadership qualities * Able to co-ordinate care teams * Problem solving and decision making * Performs well under pressure * Supervisory skills |  | Application Form  Interview |
| **Personal Attributes** | * Proactive in Personal and unit development * Approachable * Adaptable to change |  | Interview  References |
| **Other** | * Emphasis on quality of care * Nursing development * NHS Agenda |  | Interview  Presentation |