

JOB DESCRIPTION

Job Title:	Staff Nurse – Critical Care
Band	Band 5
Care Group	Surgical Care Group
Directorate:	Anaesthetics
Department:	Critical Care
Location:	Bournemouth
Accountable to:	Critical Care Matron
Accountable for:	
Main Purpose	<ul style="list-style-type: none"> To demonstrate high standards of patient care and develop sound clinical skills in Critical Care environment. To provide high quality service for critically ill patients and their families to meet the Trust objectives, Unit policies and standards To develop own clinical skills and professional development in the Critical Care environment To supervise and teach qualified and unqualified staff new to the unit.

General Duties

- To provide high quality service for critically ill patients and their families to meet the Trust objectives, Unit policies and standards
- To develop own clinical skills and professional development in the Critical Care environment
- To supervise and teach qualified and unqualified staff new to the unit.
- There is an expectation that you may work in Poole Critical Care on occasion prior to the move to a single unit on the Bournemouth site.

Communication and Working Relationship Skills

- Ensure patients and relatives are received in a calm, courteous manner and kept well informed of progress and treatment. Encourage families' participation in care when appropriate
- Maintain good liaison with other nursing units and hospital departments. Co-ordinating admission and discharge of patients with Bed Manager/Bleep holder
- Promote and maintain good communications with all members of the multidisciplinary team

Analytical and Judgemental Skills
<ul style="list-style-type: none"> To liaise with and ask advice and support from senior staff if required
Planning and Organisational Skills
<ul style="list-style-type: none"> Where applicable, arrange overnight accommodation and/or meals for relatives and friends To develop own managerial skills by organising care of own patient/patients on a shift
Responsibility for Patient/Client Care, Treatment and Therapy
<ul style="list-style-type: none"> To provide high standards of individualised care for patients and their families by assessing, planning, implementing and evaluating care. Due regard to be given to customs, values and spiritual beliefs of patients and their families Promote and facilitate a patient centred approach to care, encouraging the maintenance of standards of care To report any changes in patient's condition to nurse in charge and to medical staff, when appropriate. Participate in discussions of patient's condition and plan for care
Responsibility for Policy / Service Development
<ul style="list-style-type: none"> Ensure all procedures and treatments are carried out according to Unit policies, including extended role duties following appropriate training. Ensure these are kept up-to-date and accessible to all staff. To have sound knowledge of the policies relating to ordering, custody and administration of drugs and ensure all staff are fully aware of this policy. To have personal knowledge and to educate other staff in the area of <ol style="list-style-type: none"> Cardiac Arrest Major Incident Procedure Fire Procedure Be familiar with trust Personnel Policies
Responsibility for Finance, Equipment and Other Resources
<ul style="list-style-type: none"> To maintain safety of the patient by being familiar with specialised equipment on the Unit, reporting any faulty equipment or potential hazards Maintain the use of resources effectively and efficiently. Inform nurse in charge if stores are required
Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management
<ul style="list-style-type: none"> To carry out duties at all times within the NMC 2018 Code of Professional Conduct, scope of professional practice and according to the Unit's policies To attend Trust Mandatory training according to individual training needs To assist other staff with the orientation of new staff to the unit. To teach, supervise, support and encourage learners in the area of Critical Care.

- To attend teaching sessions to promote the extended role for nurses within NMC 2018 Scope of Professional Practice
- Act as a preceptor for students and qualified nurses.
- To wear correct uniform and at all times be neat and tidy in appearance.

Responsibility for Information Resources and Administrative Duties

- To ensure the safe custody of patient's belongings and valuables according to hospital policy
- To respect the confidentiality of patients and staff at all times
- Maintain accurate records are kept, including observations, treatment and nursing care records.
- To attend meetings on matters pertaining to Critical Care
- Assist with the in-service training of all new staff.
- Assist Clinical Leaders and Matron in the selection process of staff on the unit.

Responsibility for Research and Development

- To attend and participate in informal unit tutorials and case presentations.
- Identify own learning needs and objectives to promote professional development
- Be responsible for own professional development by attending courses, study days, reading journals and books. Liaise with clinical leaders for the promotion of own professional development.
- Encourage research based practices and ensure these are incorporated into nursing care.

Freedom to Act

- Be prepared to have his/her progress assessed regularly and staff performance review conducted annually
- To meet trust values whilst delivering care to patients and relatives.
- Be aware of managerial accountability to University Hospital Dorset trust Board
- Be aware of professional accountability to NMC
- Be prepared to raise any issues of concern to the appropriate senior staff or management team/Freedom to Speak up Guardian as required.

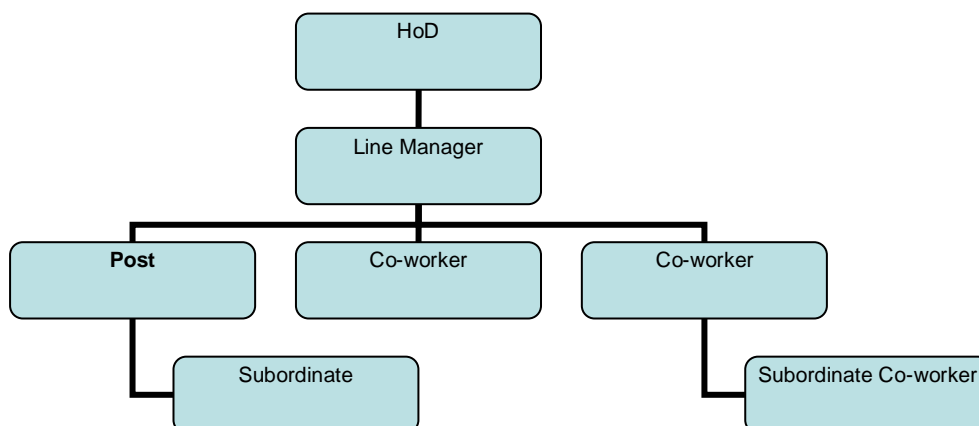
Mental, Physical, and Emotional Effort

- Frequent exposure to highly unpleasant working conditions (involves dealing with body fluids, foul linen, fleas and lice
 - May be exposed to face to face physical and verbal aggression
 - Frequent exposure to distressing or emotional circumstances and occasional exposure to highly distressing or highly emotional circumstances
- Frequent requirement for concentration where the work pattern is often unpredictable.

Any Other Specific Tasks Required

- Act as nurse escort for critically ill patients requiring inter-hospital transfer. Staff will be familiar with and competent with transfer equipment and documentation required, transfer may be conducted with or without medical staffing depending of dependency of the patient

Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.