

Maidstone and Tunbridge Wells NHS Trust Job Description

Job title: Senior Sister/Senior Charge Nurse – Intensive Care Unit

Band: Band 7

Directorate: Critical Care

Site: Tunbridge Wells Hospital

Hours: 37.5 hours per week

Reports to: ITU Matron

Accountable to: ITU Matron & Head of Nursing for Theatres and Critical Care

Job summary:

- Contributes towards the development of high standards of patient care (reflecting the beliefs of the unit philosophy) and is instrumental in ensuring that those standards are maintained and evaluated.
- Manages the day to day running of the ICU ensuring an effective nursing service within the available resources
- Will actively foster an innovative learning environment for both trained and untrained staff and contribute to the continuing development of the Unit.
- Act as a link between nursing staff the Nurse Manager for ICU, other areas within the care group and throughout the Trust.
- Develops and maintains high standards of nursing care that reflect the beliefs of nursing practice outlined in the ICU philosophy
- Be globally aware of the ICU as well as national developments both in ICU and the NHS.
- Demonstrate strong professional leadership skills and to act as a senior professional role model at all times.
- Clinical expert.
- The post holder may (following support and supervision) be required to act up in the absence of the ICU Manager. To provide strong leadership skills and to act as a senior professional role model at all times, sharing skills and knowledge and education with students, medical and nursing staff.

Working relationships

Internal:

Working within multidisciplinary and multi-agency care teams, to develop an integrated urgent care service;

Ensuring that clients and carers who face cultural and/or language barriers are helped to understand and make use of the services available.

External:

To positively promote the activities of the trust to other organisations;

Take responsibility for promoting good relationships with the local community, including assisting in the complaints process as required;

To liaise with general practitioners, directors of public health and other physicians, healthcare commissioners, community health councils and voluntary organisations re the work and mission of the directorate and trust

To ensure the development and maintenance of effective working relationships with the above agencies concerned with the provision of health and social care services and those representing the interests of patients

Budget responsibilities: Contributes to the efficient and economical use of resources within the Intensive Care Unit.

Key result areas:

Managerial Responsibilities

- Responsible for the management of the critical care area with the aim of setting standards of nursing care, following agreed guidelines laid down in the unit philosophy of care, to improve practice and quality of care in the clinical area.
- In conjunction with ICU Nurse Manager, Clinical educator and junior sisters, contribute to the development of specialist protocols and practice changes, which may require working with the MDT.
- Ensures promotion of safety, well-being and interests of the patients, staff and visitors to the clinical area.
- Ensures that a duty of care is maintained when handling patient's property and valuables.
- Will investigate incidents or complaints, as delegated by the Nurse Manager, reporting them to appropriate personnel accompanied by the relevant documentation.

- Ensuring compliance with local/national policies.
- Demonstrates knowledge and understanding of the Trusts Major Incident policy and emergency planning issues relevant to critical care practice.
- To understand risk management and ensure unit staff comply. To work with the ICU Nurse Manager to ensure that relevant Risk assessments are completed and updated.
- Ensures the efficient and economical use of all resources within the unit. Assists the Nurse Manager to control/manage all supplies in accordance with the Trusts standing financial instruction.
- Takes part in the decision-making process in trialling and buying new highly complex equipment, making judgments as to which may be most suitable for the needs of the unit, taking into account cost effectiveness.
- Ensures that staffing requirements are adequate to provide a safe standard of nursing care, taking into account patient dependency and skill mix.
- Maintains flexibility/responsiveness to local/national initiatives regarding the improvement of services for patients.
- Takes an active role in resource management and planning by ensuring the relevant clinical data is collected and by participating in the audit and marketing of ICU facilities.
- To attend and contribute to departmental/management meetings and disseminate appropriate information accordingly.
- Act up for the Nurse Manager in their absence.
- Assist the Nurse Manager with relevant nursing management issues within ICU and developing innovative practice.
- Ensure that all staff comply with Trust policies.

Clinical

- To have highly developed specialist knowledge in critical care, underpinned by theory, evidence based research and extensive practical experience.
- To act as a resource, guiding and directing the care of critically ill patients within the unit and throughout the hospital when necessary.
- To assist in developing and reviewing standards of care as part of a continuing quality assurance programme.

- To undertake detailed assessment of care needs.
- To develop, implement and evaluate highly specialised programmes of patient care.
- Will make judgements related to delivery of care, recognising the complexity of critical illness and be able to analyse, from a range of options what is needed in any given situation.
- To monitor and lead practice, to ensure high standards of evidence-based care are maintained.
- To lead in developing and reviewing standards of care as part of a continuing quality assurance programme.
- To supervise the use of highly specialised equipment within ICU ensuring that staff medical devices competencies are maintained.
- To safely and effectively manage the critically ill patient including the highly confused and aggressive patient.

Organisational

- To judge highly complex facts or situations, which require the analysis, interpretation and comparison of a range of options, including the management and use of critical care beds.
- Is guided by general health, organisational and occupational policies and interprets them for the greatest benefit to the critical care area.
- Liaise with the ICU Nurse Manager and other sisters/charge nurses on a day-to-day basis taking part in the work force plans to meet patient dependency.
- To co-ordinate the MDT to ensure all treatments are optimally carried out.
- Foster good relationships with paramedical, ancillary and other support staff and act as a clinical advisor to the MDT.
- Implement policies for own work area and partake in proposed policy or service changes affecting the care of the critically ill patients throughout the Trust.
- To take part in the planning and organisation of programmes affecting future critical care services.

Educational

- Provide strong nursing leadership within the department encouraging a positive and creative learning environment, which is committed to staff development;
- Support the Unit in providing a suitable innovative and supportive environment for formal and informal professional and personal development of staff;
- Promote interest among staff in available resources for professional study;
- Liaise with the Clinical Educator the needs and requirements for educating learners and for the post-basic development of qualified staff;
- To participate in the teaching and supervision of learners and in- service trained qualified staff (both practical and classroom based) ensuring all staff are capable of undertaking the duties allocated to them);
- To participate in the clinical and written assessment of those undertaking post basic courses and for student nurses. Providing learners with mentorship as a specialist clinical nurse;
- To identify and fulfil the information and educational needs of patients and their relatives;
- To maintain own level of clinical competence and take every opportunity to update knowledge and skills;
- To act as a positive role model and educational resource from which other team members can learn.

Research/Audit

- Demonstrate a commitment to developing research-based skills in self and junior staff;
- Be receptive to the research plans and audit of others and encourage full co-operation with all staff;
- Assist in the application and evaluation of current research findings;
- Participate and where appropriate lead in research/ relevant studies, clinical trials and trials of new equipment within the ICU;
- Participate in Audits carried out in the department, collecting and recording data;
- Ensure that systems which ensure the collection of data for the monitoring of quality standards are properly used by staff;

- To lead trials for the testing/ evaluation of new equipment.

Communication

- The post holder will demonstrate highly developed and appropriate communication skills;
- To liaise with the MDT, promoting effective team work;
- To liaise with other wards and departments promoting positive relationships;
- To give and receive from other nursing and medical staff, verbal and written reports on patients and to ensure care plans are evaluated and up to date;
- To provide and receive complex, sensitive and at times contentious information, both written and verbal, from other nursing and medical staff, ensuring understanding and discretion;
- The post holder must respect the confidentiality of the information they have access to, complying with the provisions of the data protection act;
- Ensure accurate documentation;
- To maintain a welcoming atmosphere for all relatives and visitors to ICU, encouraging them to assist with care where appropriate;
- To communicate complex and highly sensitive information to patients and relatives using empathy and reassurance, gain co-operation where required, and overcome barriers to understanding;
- To actively participate in departmental staff meetings;
- To maintain an up to date knowledge of all current issues in nursing and cascade this information to other staff.

Staff and Personnel/ Professional Issues

- Assist in the management of A/L and duty rotas of nursing staff within ICU ensuring consistent cover.
- To actively participate in the Trusts Appraisal programme. Ensuring that staff within the post holders' group have completed yearly IPR's and CPD. Liaising closely with the Clinical Educator and ICU Nurse Manager.
- To participate in recruitment and selection of staff. Participating in the interview process.

- Participate in the orientation of new staff.
- Complete relevant development programme.
- Work within the framework of the NMC.
- Be guided by the NMC directives.

Infection control & hand hygiene

- All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections.
- Clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
- Staff are to challenge other hospital staff who fail to comply with infection control policies and hand washing to safe-guard patient care.

Other Responsibilities

- The post holder may be required, at the discretion of the Nurse Manager, to work anywhere within the Trust to meet the needs of the service.
 - The job base may be relocated as a result of organisational change.
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Job description agreement:

Signature of post holder: _____ Date: _____

Name: _____

Signature of manager: _____ Date: _____

Name: _____

Statement:

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. INFECTION CONTROL AND HAND HYGIENE - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services, it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

Maidstone and Tunbridge Wells NHS Trust

**Senior Sister/Senior Charge Nurse
Person specification**

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • RGN – Adult • Accredited Intensive Care Course • Preparation for Mentors Course/ENB 998 or equivalent • Attainment of degree or working towards • ALS/ILS 	MSC
Experience/ Knowledge	<ul style="list-style-type: none"> • ICU experience, experience at Junior Sister/ Charge Nurse Level or equivalent • Computer/ IT skills • Relevant management/leadership experience • Experienced mentor • IV drugs • Epidural training • CRRT & cardiac output monitoring skills • Advanced Respiratory skills 	Understanding of audit
Skills	<ul style="list-style-type: none"> • Demonstrate a high level of interpersonal and communication skills • Demonstrate team leadership skills • Demonstrate effective time management • Ability to think logically, problem solve and use initiative, to achieve goals whilst acting within agreed policies, procedures and code of conduct. • Ability to concentrate on the changing needs of the unit for frequent periods, despite interruptions demands from others • Ability to support colleagues in stressful situations • Be able to cope with frequent exposure to highly distressing or emotional circumstances • Ability to deal with distressed relatives, care for the terminally ill and deal with the emotional consequences of critical/ terminal illness for patients/ relatives / staff • Ability to reflect, accept constructive criticism and act accordingly • Adaptability and flexibility • Ability to use own initiative • Commitment to role as mentor/ facilitator • Be highly motivated 	Recruitment / selection experiences Interviewer skills Budgetary experience

	<ul style="list-style-type: none"> • Ability to formulate and verbalise views • Willingness to accept additional responsibilities • Assertiveness • Ability to anticipate and forward plan • Expert clinician 	
Attributes	<ul style="list-style-type: none"> • Be approachable • Demonstrate a professional manner • Positive role model • Dexterity and co-ordination to enable manipulation of intravenous injections, syringe drivers, volumetric pumps, infusions (including multiple inotropic infusions), endotracheal suctioning, insertion of urinary catheters and other similar procedures • The ability to participate in manual handling e.g. patients/equipment with the assistance of manual handling aids) frequently during a shift 	
Additional requirements	<ul style="list-style-type: none"> • Flexible shift patterns • Participate in internal rotation • Ability to further develop teaching and management skills. • Ability to work across sites. 	