

JOB DESCRIPTION

JOB TITLE:	Sister / Charge Nurse
BAND:	6
HOURS:	Full time or Part time
TYPE OF CONTRACT:	Permanent
DEPARTMENT:	Intensive Care Unit (ICU)
SPECIALITY / DIVISION:	Surgery
RESPONSIBLE TO:	Senior Sisters & Matron

JOB SUMMARY:

To work according to the NMC Code of Professional Conduct and relevant professional guidelines as a named nurse for a defined group of patients and take responsibility for:

- The assessment of care and health education needs;
- The development, implementation and evaluation of programmes of care including discharge planning for each patient.

To be designated to manage the ward/department and/or act as a deputy to the person holding continuing responsibility.

Develop leadership skills and experience in the management of the ward/department.

To promote and participate in the implementation of the RUH Nursing strategy:

Reviewing nursing practice and implementing appropriate changes based on research/best practice.

Developing and implementing Audit, Quality and Risk Management initiatives.

Participate in clinical supervision programmes as appropriate, and to teach and act as a facilitator/mentor/preceptor to nursing or non-nursing staff.

MAIN DUTIES & RESPONSIBILITIES:

1 Patient Care Responsibilities

1.1 To maintain accountability for assessing, planning, implementing and evaluating programmes of care within the context of multidisciplinary team working.

1.1.2 To assess, plan, implement and evaluate a programme of nursing care for critically ill patients in accordance with RUH and Critical Care Unit policy, procedure and guidelines. This will involve close invasive and non-invasive monitoring therapy e.g.: arterial line, central venous pressure and PICCO due to changeable nature of homeostasis in this category of patient: ii) rapid response to any changes and adjustment to programmes of care in liaison with medical staff.

1.2 To administer complex patient treatments that maintain homeostasis in the critically ill

e.g.; invasive ventilation, non-invasive ventilation, cooling therapy post cardiac arrest, renal replacement therapy, insulin protocol and inotrope therapy in accordance with RUH Trust policy and procedures.

1.3 To proactively co-ordinate the patients' discharge arrangements in accordance with RUH Discharge Policy ensuring involvement of other agencies as necessary.

1.4 To promote a patient focused approach to care in collaboration with all relevant health professionals.

1.5 To educate patients and their carers as required where a need has been identified.

1.6 To provide information which enables patients to make choices about adopting a healthier lifestyle.

1.7 To ensure that all clinical documentation is completed correctly by members of the nursing team.

1.8 To maintain a safe ward/department environment.

1.9 To assist in the establishment and monitoring of protocols/care pathways.

1.10 To promote and maintain effective communication within the ward/department.

1.11 To maintain patient confidentiality and ensure all staff understand the relevance of this.

1.12 To supervise junior staff in the delivery of care, through effective monitoring, mentoring, clinical supervision and reflective practice.

1.13 To actively participate in the delivery of care consistent with care bundles and other areas of good practice.

1.14 To contribute directly to the gathering of data to support Safety Thermometer, South West Patient Safety Programme, Quality, Innovation, Productivity and Prevention and other audits.

2. Professional Development and Education Responsibilities

2.1 To develop general ward/department management skills.

2.2 To participate in holding the surgical bleep as required.

2.3 To assist in promoting and maintaining an effective learning environment for staff, acting as a facilitator in the supervision and teaching of staff.

2.4 To lead a development group and take responsibility for the professional development, appraisal and professional development plan of staff members in that team, with the support of a Band 7 team leader.

2.5 To ensure that all new staff completes Trust and local orientation programmes.

2.6 To be responsible for developing and sustaining own knowledge, clinical skills and professional awareness requirements and to maintain a professional profile and Personal Development Programme.

2.7 To be responsible for developing and sustaining own knowledge and clinical skills specific to administering patient care to the critically ill e.g.: invasive and noninvasive ventilation, prone positioning, renal replacement therapy, insulin protocol, inotrope therapy and cooling therapy post cardiac arrest.

2.8 To participate in the appraisal of staff at least annually, addressing development needs and monitoring performance.

2.9 To contribute to education of staff and assist in programmes of clinical supervision as appropriate.

2.10 To participate in the training and development of Health Care assistants and complete assessors training as required.

2.11 Contribute to the development of practice within the critical care environment by acting as link nurse for specific area of responsibility.

3. Research and Development Responsibilities

3.1 To promote nursing practice in line with relevant research.

3.2 To participate in reviewing and implementing evidence based practice.

3.3 To contribute to research and development programmes within the ward/department.

4. Audit, Quality and Risk Management Responsibilities

4.1 To lead/assist in the setting and monitoring of measurable standards of care and be accountable for maintaining standards.

4.2 To ensure staff are familiar with national, professional and local quality issues relevant to the delivery of nursing services, e.g. Clinical Governance

4.3 To uphold quality initiatives that improves 'customer care' and enhances the interface between staff, patients and visitors.

4.4 To lead/assist in the audit process for monitoring and reviewing nursing quality.

4.5 To identify potential risks for all personnel, patients and visitors, taking appropriate action/advice.

4.6 To promote the role of the nurse in handling complaints in accordance with RUH policy.

4.7 To maintain a clean and safe environment

4.8 Has responsibility to ensure that all equipment used directly on patients or is used for giving data on patient status, such as ventilators, blood gas analyser or blood glucose monitor, has been safety checked, calibrated and maintained before use. In addition has a responsibility to report faulty equipment per Trust and Unit protocol.

4.9 To ensure staff have undertaken relevant training and are fully informed and competent in the use of all equipment within the clinical area.

5. Resource Management Responsibilities

5.1 To demonstrate effective budgeting practice, exercising care and economy, supported by appropriate documentation.

5.2 To develop partnerships with finance & HR department and divisional management teams in order to:

- Gain an understanding of resource management processes.
- Have representation in service development issues.

5.3 To contribute to the divisional management process.

5.4 To manage staffing resources effectively and efficiently, this will include:

- When delegated, writing unit off-duty to enable planning for effective critical care service delivery.
- The booking of agency/bank/overtime staff in order to cover ICU at short notice, balancing skill mix and patient dependency, when need occurs such as to cover sickness or patient dependency increases.

5.5 To be involved in the recruitment and selection process after undergoing appropriate training

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular sets out what you as a post holder are required to follow at all times, and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

OUR VALUES & BEHAVIOURS

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:

Everyone
Matters
Working
Together
Making a
Difference

New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

CONFIDENTIALITY & INFORMATION GOVERNANCE

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (2018) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Employees are responsible for ensuring that:

- your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
- where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
- you follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

HEALTH & WELLBEING

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

EQUALITY & DIVERSITY

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

PATIENT AND CARER EXPERIENCE

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

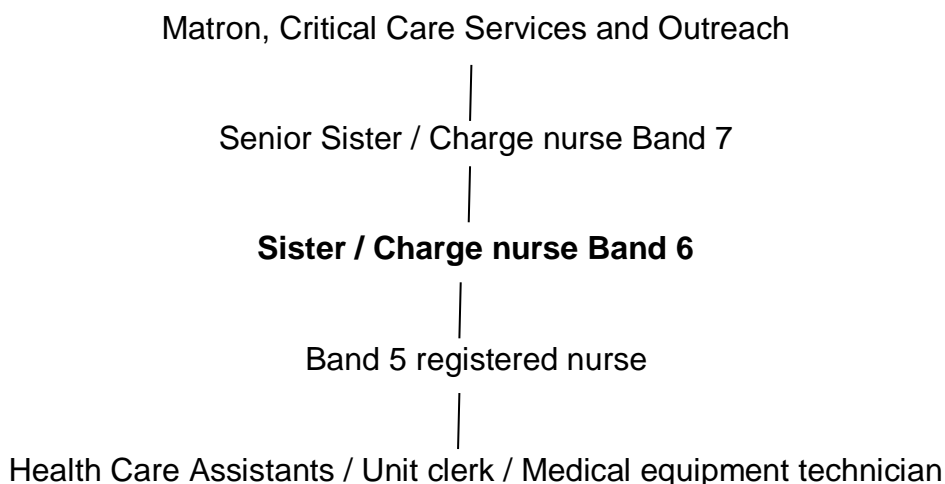
FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

DIMENSIONS

[Put in here information about the size / number of staff and / or finance / budgets that the post has direct responsibility for managing. With budgets this should indicate the level of budget-holder (Executive-level, Division / Business Unit-level, Speciality-level, Cost-centre-level). Put in any training responsibilities]

STRUCTURE CHART



ANNUAL LEAVE ENTITLEMENTS:

Length of Service	Annual leave and public holidays
On appointment	202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff
After five years' service	217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff
After 10 years' service	247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff

NOTICE PERIODS:

Band	Notice Period
Band 1 – 3	4 weeks
Band 4	6 weeks
Band 5 – 6	8 weeks
Band 7 – 9	12 weeks

PERSON SPECIFICATION

CRITERIA REQUIRED	ESSENTIAL	DESIRABLE
Qualifications & Training	<p>Current registration with NMC as a registered nurse with extensive critical care nursing experience</p> <p>Adult critical care course certificate at level 3</p>	<p>Management and leadership training</p> <p>Demonstrates an insight into management issues</p>
Knowledge & Experience	<p>Nursing & other knowledge Thorough and up-to-date knowledge of nursing theory and best practice, particularly within specialty area and the application of this in practice.</p> <p>Understanding of equality & diversity and how to apply it to self and managed staff.</p> <p>Understanding of NMC Code of Practice and requirements of it for the practice & behaviour of managed staff and self</p> <p>Understanding of the basic principles of effective budgetary management.</p> <p>Understanding of the basic principles of effective staff management</p> <p>Nursing Experience Significant clinical experience at band 5 in Intensive Care.</p> <p>Able to demonstrate effective consolidation of nursing knowledge& practice during working as band 5 nurse.</p> <p>Demonstrates experience of taking charge and delegating duties within the speciality</p>	
Values	<p>Values and respects others, treats everyone as an individual, is non-judgemental</p> <p>Motivated to be genuinely kind and caring</p> <p>Helps and co-operates with colleagues</p>	

	<p>Pro-active and takes responsibility</p> <p>Willing to learn, open to change</p> <p>Motivated to make a difference in whatever way they can</p> <p>Takes pride in themselves, their appearance, their role and where they work.</p>	
Specific Skills	<p>Patient Care:</p> <p>Demonstrates evidence of well-developed clinical practice within critical care. This includes knowledge and experience of the management of a) invasive and non-invasive monitoring eg: arterial lines, PiCCO, central venous pressure. b) Invasive and noninvasive treatment such as inotropes, renal replacement therapy and invasive and noninvasive ventilation.</p> <p>Demonstrates ability and has experience of shift coordination within critical care.</p> <p>Demonstrates ability to lead and develop a designated team of people.</p> <p>Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity & respect is maintained at all times.</p> <p>Able to prioritise own workload and that of others as appropriate.</p> <p>Able to work under own initiative within boundaries of role.</p> <p>Demonstrates awareness of importance of working as part of a team.</p> <p>Demonstrates awareness of research-based practice and ability to advocate it.</p> <p>Able to act as an advocate to service users.</p> <p>Demonstrates ability to ensure that confidentiality is maintained at all times</p>	

	<p>by self and ward / unit staff.</p> <p>Professional Development & Education Demonstrates evidence of commitment to professional development.</p> <p>Demonstrates evidence of ability to educate others.</p> <p>Audit and Quality Demonstrates ability to use audit and improve quality.</p> <p>Communication Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person being addressed.</p> <p>Able to document observations, results, decisions and actions etc. effectively in patient notes and communicate these effectively to appropriate members of the multidisciplinary team.</p> <p>Leadership & Management Skills Able to supervise Registered Nurses, HCA's and students effectively through effective monitoring, feedback, mentoring, clinical supervision and reflective practice.</p> <p>Demonstrates skills needed to appraise staff effectively</p> <p>Able to demonstrate effective budgeting practice, exercising care and economy, supported by appropriate documentation.</p> <p>Demonstrates skills necessary to be involved with selection and recruitment role of facilitator.</p>	
Physical Skills & Effort Emotional Effort	<p>Physical Skills Undertakes specific nursing procedures involving physical skills for example intravenous injections, renal</p>	

	<p>replacement therapy and invasive and noninvasive ventilation.</p> <p>Typing skills - to use computerised system for accessing patient information, developing a data base of staff training records and typing of correspondence and meeting minutes.</p> <p>Physical skills to manually handle patients and appropriate lifting aids to maintain patient comfort and assist in rehabilitation</p> <p>Physical Effort Able to work and cope with rotating shift patterns - 12 hour day and night shifts over 7 days of the week.</p> <p>Manually handle patients and appropriate lifting aids on a number of occasions each shift</p> <p>Emotional Effort Dealing with death / bad news frequently - Ability to sensitively inform service users on emotional and complex issues such as patient death, diagnosis and treatment, complaints investigation and resolution</p> <p>Conflict - Ability to deal with conflict in the ward team, with service users and involving patients with mental health problems</p>	
Requirements due to Working Environment	<p>Management of COSHH and Health and Safety of Patients Staff and Visitors in the ward environment.</p> <p>Frequently involves direct contact with body fluids, products, blood, sputum and vomit, foul linen etc. on a number of occasions per shift.</p> <p>Ability to manually handle patients and equipment e.g. patient hoists, commodes wheelchairs etc. push patient trolleys and beds to other areas of the hospital.</p>	

	<p>Involves risk of verbal and physical aggression from patients & relatives.</p> <p>Involves regular use of hazardous chemicals such as chlor-clean and solutions used in the maintenance of the blood gas analyser</p>	
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