

Maidstone and Tunbridge Wells NHS Trust
Job Description

Job Title: Senior Sister/Charge Nurse/ Senior Critical Care Outreach Practitioner

Band: 7

Division / Directorate: Critical Care Directorate

Site: Cross site- Maidstone & Tunbridge Wells Hospitals

Hours: As advertised

Reports to: Clinical Lead for Critical Care and Outreach

Accountable to: Head of Nursing for Critical Care and Outreach

Job Summary:

The post is firmly based in clinical practice. To take responsibility for the assessment (history, clinical examination) of patients presenting to the Outreach Team planning and implementing their care. To act as lead nurse/practitioner specialist in critical care outreach, providing highly specialist advice, interventions and support with regard to the nursing care / management of the acutely ill ward patients. The post holder will enhance the quality of care of the acutely ill patients through the development of acute nursing/ management skills at ward level, minimising clinical risk. Will deliver specialist education and practice development training which supports practice based activities. In conjunction with the Ward Managers, to identify learning needs and devise constructive learning opportunities for ward nurses and allied health professionals. To undertake audits and research within the critical care outreach specialism. Act as a role model and support more junior outreach colleagues in their development. Work flexible working hours and patterns, cross site, which includes out of hours/weekend working.

Working relationships: Critical Care Outreach team, ICU Nursing team, Vascular Access Specialist Practitioner, Intensivist/Anaesthetic Consultants, ICU Clinical Nurse Educators, Nursing Professional Standards Team, Allied Health Professionals & Acute Care MDTs, Medical and Surgical teams, Practice Development Staff Trust wide, Ward managers and nursing staff, Site practitioners, Education Links with CCCUC and Brighton Universities & South East Coast Critical Care Delivery Network (SECCCODN).

Budget Responsibilities: Nil

Key Result Areas:

1. Clinical

To work independently and without direct supervision prioritising workload in a variety of clinical settings Trust wide.

To undertake complex assessment of acutely unwell patients who require Critical Care Outreach intervention.

To maintain a high clinical profile in order to promote a high standard of care for the acutely ill patients and their visitors in the ward areas

To accept/produce referrals appropriately to the Critical Care Outreach Team from/to medical, nursing and AHP staff, undertaking and interpreting as appropriate diagnostic tests and results.

To take responsibility for the assessment (history and clinical examination) of patients presenting to the Outreach team, prescribing and delivering specialist nursing care/ management required.

To provide continuous support in acting as a specialist advisor to ward nursing staff, and deliver highly specialised critical care interventions and support where appropriate in order to enhance patient care delivery

To undertake advanced procedures in accordance with appropriate training and clinical supervision. (E.g. arterial blood gas sampling, venepuncture, cannulation etc.)

To utilise assessment skills in liaising with the relevant clinical team on the ongoing treatment plans for identified Outreach patients on the caseload.

To act either within the scope of the Patient Group Directive or as an Independent Prescriber within an agreed area of expertise, thin the Trust Policies and Guidelines to optimise patient's management.

To demonstrate critical thinking, problem solving and decision-making skills

To provide a link between the critical care areas and the wards, help to improve communication between the staff in all areas, help patients and relatives adjust to the reduction in nursing / medical attention and monitoring

To maintain concise, precise written records about clinical work undertaken

To manage, and if necessary 'special' the nursing care of patients with haemodynamic instability and other appropriate respiratory and vital organ support, such as ventilated patients that are unable to be admitted to the ITU.

To provide sensitive and complex information to relatives and patients in stressful circumstances

Communicates highly complex, sensitive and contentious information where there may be barriers to understanding

To promote the development of evidenced based practice

2. Education

To provide specialist training and education in all aspects of critical care nursing, patient assessment, and interpretation of presenting conditions relevant to the acutely ill ward patient to all professions.

To teach and train junior medical staff, nurses & AHPs in the recognition and management of the acutely ill patient, E.g. AIM course, and more senior medical staff in relevant guidelines protocols and medical devices.

In conjunction with the Nurse Specialists, Practice Development Staff, Clinical Educators and Ward Managers, identify training needs in relation to acute care, devising education programmes to meet these.

To support nurses and AHPs in the process of constructive reflection, enabling them to learn from their clinical experiences.

To link with staff working within critical care to develop a comprehensive and effective outreach service.

Provide highly specialist advice concerning the necessary equipment/monitoring required to ensure safe effective care to critically ill patients on ward areas

3. Personal Development

To pursue continuing education in line with current requirements of the Nursing and Midwifery Council/Health and Care Professionals Council

To use a range of resources to improve academic knowledge and professional development.

Measures own competence through analysis and recognises own strengths and limitations adhering to the NMC Code of Professional Practice and/or Health and Care Professionals Council.

To be fully conversant with local policies and guidelines and adhere to these at all times.

To maintain confidentiality with regard to information of a personal nature pertaining to both patients and staff at all times.

To maintain himself/herself in a professional manner and act as a role model to junior staff at all times.

To attend team/hospital meetings as required.

4. Clinical Research & Audit

To plan, undertake and lead clinical audit on Outreach matters.

To work in collaboration with the multi-professional team to support and develop research projects

To develop evidenced based clinical guidelines and protocols in critical care Outreach nursing/ management and enhance the understanding of the relevance of an evidence base to practice at ward level

To contribute to the collection and analysis of audit data utilising IT databases and Electronic Patient Records.

To contribute to the analysis of clinical issues affecting the acutely ill ward patient, and their resolution.

To participate in clinical research as required.

To participate in the promotion of the outreach service by publishing and presenting innovations and research findings locally and nationally.

5. Management

The post holder will:

Report regularly to the Clinical Lead for Critical Care Outreach.

Maintain himself/herself in a professional manner and act as a professional role model, who leads by example in regard to behaviour attitudes, conduct and appearance at all times

Effectively lead, manage and evaluate change

Support, mentor and induct more junior outreach colleagues and where appropriate undertake yearly appraisals as per Trusts requirements.

To motivate, inspire and develop other practitioners in achieving excellence in their care.

To plan and undertake off-duty rotas and look at strategies of providing off-duty cover for last minute staff absence.

To propose change and implement policies and changes to working practices in own team and within the clinical environment relating to acute care.

Work in a collaborative supportive way with all colleagues.

Liaise with the appropriate clinicians, ward and bed manager as appropriate

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/Charge Nurse
Person Specification**

AREA	ESSENTIAL	DESIRABLE (for grading purposes this information is not taken into account)
Qualifications	<p>NMC Level 1 Registration or equivalent. Evidence of professional and education development at an advanced level.</p> <p>ENB 998 or other relevant mentoring qualification.</p> <p>Recognised Critical Care Course</p> <p>Degree qualification – or working towards a degree</p> <p>Teaching qualification and/or evidence of proficient teaching skills</p> <p>Senior post in critical/ acute care environment (Band 6 or 7) ideally in Outreach</p> <p>ILS and/or ALS</p>	<p>Degree</p> <p>Previous Outreach experience</p> <p>ALS provider/instructor</p> <p>ALERT/AIM course/Instructor</p> <p>Master's degree</p>
Experience/ Knowledge	<p>Senior post in critical/ acute care environment (Band 6 or 7) ideally in Outreach</p> <p>Relevant experience with inserting intravenous devices (or willingness to undertake cannulation) and IV drug administration</p> <p>Experience of nursing patients with central venous devices, tracheostomies, non-invasive ventilation & arterial blood gas analysis</p> <p>Skills in physical assessment</p> <p>Experience of teaching and learning</p> <p>Leadership experience</p>	<p>Experience at ward/department management level</p> <p>Can undertake arterial blood gas stabs.</p> <p>Leadership qualification</p> <p>Teaching qualification</p> <p>Led on research/audit/project/change management initiatives</p>

	<p>Ability to work within multi-professional team</p> <p>Commitment to working in partnership with patients/ carers</p> <p>Maintains a high standard of nursing/ management of patient care.</p> <p>Able to work autonomously and alone</p> <p>Capacity to learn new skills</p> <p>Keeps up to date with new practices and developments</p> <p>Has been involved in audit & research collection</p>	
Skills	<p>Proven advanced clinical knowledge and skills in relation to critical care management & assessment.</p> <p>Excellent presentational, communication and interpersonal skills.</p> <p>Excellent verbal and written skills.</p> <p>Ability to project a professional manner and approach</p> <p>Computer literacy</p> <p>Ability to work within multi-disciplinary team and to lead, manage and motivate all staff within sphere of responsibility.</p> <p>Developed skills in audit</p> <p>Developed interpersonal and influencing skills. Ability to motivate staff.</p> <p>Good IT skills relating to excel, word and powerpoint</p> <p>Track record of team building and good working relationships. Team player</p> <p>Evidence of leading and developing staff</p> <p>Compassion, diplomacy and assertiveness</p>	<p>An understanding of organisational management issues</p> <p>Proven track record of achievement in change</p>

	<p>Recognises and is confident in resolving conflict</p> <p>Able to think creatively and with innovation</p> <p>Effective leader</p>	
Attributes	<p>A positive and flexible style and approach.</p> <p>Self-motivated, and able to use initiative.</p> <p>Ability to work under pressure and to time-scales.</p> <p>Ability to prioritise effectively</p> <p>Effective time management</p> <p>Working knowledge of computers (be computer literate) and information technology with willingness to develop further skills.</p> <p>Committed to achieving Corporate objectives.</p> <p>Understanding of current professional nursing issues.</p> <p>Takes responsibility and is consistently reliable</p> <p>Positive and enthusiastic manner and promotes similar in others</p> <p>To be responsive to change and is adaptable.</p>	
Additional requirements	<p>Ability to work flexibly across sites</p> <p>Physical Effort: requirement for frequent light physical effort when assessing patients</p> <p>Mental Effort: frequent requirement for concentration when assessing patients with an unpredictable work pattern</p>	

	<p>Emotional Effort: frequent exposure to direct emotional and distressing circumstances (dealing with distressed patients. relatives)</p> <p>Working conditions: occasional/frequent exposure to highly unpleasant working conditions (bodily fluids etc)</p>	
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Date written

NHS KNOWLEDGE AND SKILLS FRAMEWORK FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST

Title of Post: Band 7 – Senior Sister/CCOT Practitioner, Critical Care Outreach

NHS KSF DIMENSIONS	Needed for post?								
		Subset				Final Outline			
		1	2	3	4	1	2	3	4
CORE DIMENSIONS - relates to all NHS posts									
1 Communication	Y				✓				✓
2 Personal and people development	Y			✓					✓
3 Health, safety and security	Y			✓				✓	
4 Service improvement	Y			✓				✓	
5 Quality	Y			✓				✓	
6 Equality and diversity	Y			✓				✓	
SPECIFIC DIMENSIONS									
HEALTH AND WELLBEING									
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing									
HWB2 Assessment and care planning to meet people's health and wellbeing needs					✓				✓
HWB3 Protection of health and wellbeing									
HWB4 Enablement to address health and wellbeing needs									
HWB5 Provision of care to meet health and wellbeing needs				✓					✓
HWB6 Assessment and treatment planning				✓					✓

NHS KSF DIMENSIONS	Needed for post?								
		Subset				Final Outline			
		1	2	3	4	1	2	3	4
HWB7 Interventions and treatments				✓					✓
HWB8 Biomedical investigation and intervention									
HWB9 Equipment and devices to meet health and wellbeing needs									
HWB10 Products to meet health and wellbeing needs									
ESTATES AND FACILITIES									
EF1 Systems, vehicles and equipment									
EF2 Environments and buildings									
EF3 Transport and logistics									
INFORMATION AND KNOWLEDGE									
IK1 Information processing		✓					✓		
IIK2 Information collection and analysis		✓					✓		
IK3 Knowledge and information resources									
GENERAL									
G1 Learning and development			✓					✓	
G2 Development and innovation									
G3 Procurement and commissioning									

NHS KSF DIMENSIONS	Needed for post?								
		Subset				Final Outline			
		1	2	3	4	1	2	3	4
G4 Financial Management									
G5 Services and project management									
G6 People management									
G7 Capacity and capability									
G8 Public relations and marketing									