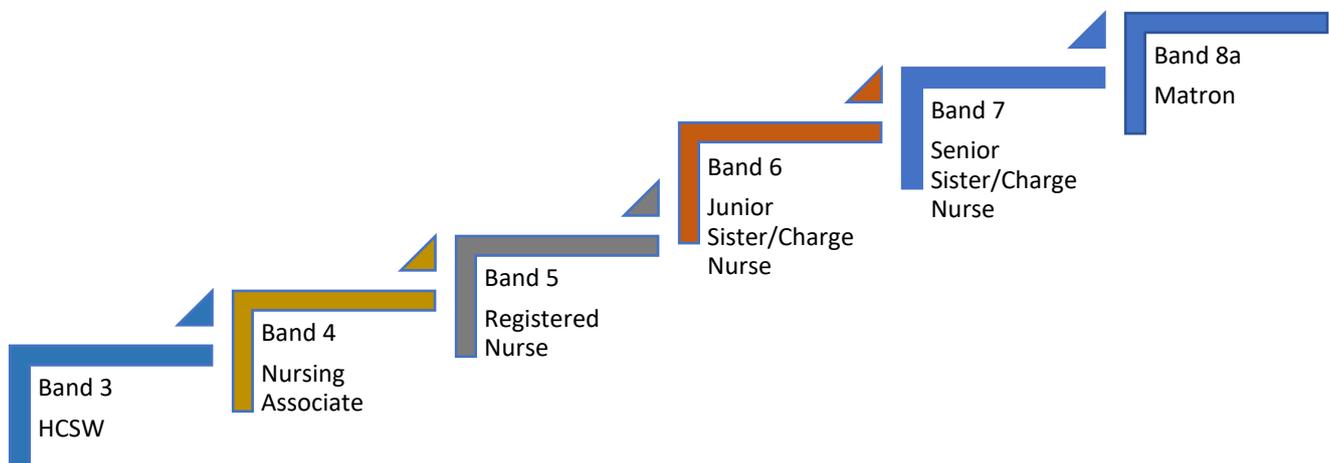


JOB DESCRIPTION

Job Title	Clinical Sister / Charge Nurse Critical Care
Job Matching Reference	N&M16
Band / Grade	6
Directorate	CSS
Reports to	Matron
Accountable to	HoN

ORGANISATIONAL STRUCTURE



PURPOSE

- Clinical leadership through effective monitoring and implementation of standards and evidence-based practice.
- Provide clinical leadership and direction to nursing team
- Act as a role model for all nursing staff within the unit promoting professional practice at all times.
- To take responsibility for the day-to-day management of the clinical area.
- To deputise for the Senior Sister in their absence

MAIN DUTIES AND RESPONSIBILITIES

1.0 Clinical

1.1 Co-ordination of the rostered shift allocation, referring to senior sister if appropriate or available.



1.2 Maintain clinical competence of self and others as determined by service need and job description. Tasks to include male catheterisation, ECG, Venepuncture, IV administration, Cannulation and X-ray requesting under group protocols.

1.3 To frequently manage patients of all age groups with challenging behaviour such as violent and aggressive, under the influence of alcohol, mental health problems, sudden death, adult bereavement and patients who are a threat to themselves and others.

1.4 To facilitate and build team working between nurses and the multi-disciplinary team to effect high standards of care.

1.5 Ensure that risk assessments are complete as per Trust policy for manual Handling, Health & Safety and other relevant areas of concern.

1.6 Ensure that equipment and the environment support the delivery of high standards of care at all times.

1.7 Maintain a good standard of communication with the multidisciplinary team and respect the confidentiality of patients, relatives and colleagues.

1.8 Provide specialized information and advice to patients, relatives and carers and other professionals in the provision of acute medical care.

2.0 Managerial

2.1 To support the Senior Sister to review staffing requirements using a proactive approach to retention and recruitment of staff

2.1 Co-ordination of the rostered shift allocation, referring to senior sister if appropriate or available

2.2 To assist the Band 7 & Critical Care Matron a proactive approach to retention and recruitment of staff

2.3 Act as a role model for all nursing staff in the service to promote professional practice at all times.

2.2 Support the Band 7 to facilitate and manage members of the Critical Care Outreach Team through appropriate Trust policies / protocols e.g: Appraisals, Human Resource policies / Clinical / Governance, Risk Management, legal and Patient Safety.

2.3 Work with leadership team to assure operational performance / activity and service development

2.5 Work with the leadership team to support 'bolt on' services in the organisation e.g: Sepsis / Acute Pain

2.6 Work with the leadership team to support the temporary redeployment of staff during times of high organisational demand / pandemic

2.7 Deputise for the Band 7 to support Critical Care Outreach Services in the wider organisation.

2.8 Role model, facilitate and manage collaborative working relationships in the organisation to support care planning for the patient that requires Critical Care intervention

3.0 Education

3.1 Contribute to the organisation learning and Development strategy through key areas of education e.g.: tracheostomy / sepsis / deteriorating adult

3.2 Support with the Band 7 & Professional Development Sister in Critical Care assure accurate training records and competency of team, including mandatory training requirements



3.3 Provide informal and formal teaching to the wider organisation through the Critical care Outreach role – inclusive of staff, multi disciplinary team, patient and patient relatives / carers

3.4 Undertake training identified specific to the role of Critical Care Outreach Sister / Charge Nurse and keep accurate records

4.0 Patient Experience

4.1 Work with the Critical Care leadership team to facilitate Critical care follow up services

4.2 Review patients discharged from Critical Care services within 24 hours of leaving the Critical care Unit.

4.3 Support service collection/ monitoring and report of patient experience / patient questionnaires

4.4 Provide informal and formal teaching to patients within the wider organisation who have been discharged from Critical Care, or require Critical Care Outreach review

5.0 Quality / Research & Development

5.1 Working with senior leaders in Critical Care, to support, collect, audit and service data

5.2 Actively support Critical Care research

5.3 With the Band 7 identify areas of service quality, identifying areas for risk and improvement, using the Trust risk reporting system as appropriate.

RELATIONSHIPS

Critical Care Staff

Medical Staff

Therapies Staff

SPECIAL REQUIREMENTS

Ability to work LD's and Nights

ADDITIONAL INFORMATION

1. Trust EXCEL Values and 'Behaviour Framework'

Our EXCEL values are at the heart of everything we do and how we treat each other. They were developed by our colleagues and describe what we think is important, including:

- essential guiding principles about the way that we work and set the tone for our culture, and identify what we, as a whole, care about;
- shared ideas and attitudes that guide our organisational thinking and actions
- common purpose and understanding that helps us to build great working relationships

'Our vision is to EXCEL at patient care'

We make our EXCEL values real by demonstrating them in how we behave every day. Our EXCEL behaviours apply to all and are about how we work. They are part of everyone's role and help us to make sure we demonstrate our values. The EXCEL behaviours are:





✓ how we do things; ✓ how we treat others; ✓ what we say and how we say it; ✓ how we expect to be treated.

Having really clear expectations around behaviours will support all of us, every day, to deliver our ambition to create an EXCELent colleague experience to EXCEL at patient care.

2. Sustainable Development

It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

3. Criminal Records

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. As George Eliot Hospital NHS Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment (subject to meeting disclosure criteria), will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

4. Confidentiality and Data Quality

To comply with the Data Protection Act 1998 and NHS Confidentiality guidelines e.g. Caldicott, General Medical Council (GMC), the post-holder must maintain confidentiality, security and integrity of information relating to patients, employees and other Health Service business, including commercially sensitive data.

All employees must ensure that they are familiar with and comply with the duties and responsibilities outlined in the Trust's policy and procedures on Information Governance. In particular, ensuring that all information collected, stored and used is done so in accordance with the Trust guidelines, including password protection and encryption.

This obligation shall continue in perpetuity.

All employees have a responsibility to ensure that the quality of data is maintained and to take an active role in the identification of, reporting and resolution of any data quality issues.

Breaches of confidence will result in disciplinary action being undertaken, which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. All



employees must take responsibility for any request for information that they receive and respond in line with the Trust's Freedom of Information Policy and Guidance.

5. Records Management

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trust's Corporate Records Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work.

6. Health and Safety & Fire Safety

Employees must be aware of their general duties under the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and others around them, co-operate with the Employer in relation to Health and Safety and adhere to safe systems of work. In addition they should ensure that they are aware of their roles in relation to the Management of Health & Safety at Work Regulations 1999, in relation to specific duties for carrying out risk assessments and risk mitigation commensurate to their role.

The post holder is required to comply with agreed fire procedures, taking appropriate action if the fire alarm sounds and attend relevant training programmes as required.

7. Risk Management

Employees have a responsibility to:

- Report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken;
- Take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks;
- Attend training in risk management as appropriate to their grade;
- Promote an open and honest "fair blame" culture;
- Adhere to the responsibilities within the Risk Management/Health and Safety and other relevant policies ratified by the Trust Board and to attend appropriate mandatory training to facilitate this;
- Attend relevant risk management training to ensure that they are able to undertake their risk management and health and safety responsibilities in line with legal requirements;
- Ensure that external standards such as NHS Resolution, Clinical Negligence Scheme for Trusts (CNST) Controls Assurance and Care Quality Commission (CQC) Healthcare regulations (Outcomes) are met and that resources are made available to improve service delivery;
- Ensure that they are active within their roles to promote a positive risk management culture throughout the Trust;
- Monitor and continue progress to attain higher level of achievement and compliance against external standards and legislative requirements.

8. Safeguarding Children, Young People and Vulnerable Adults

The Trust has a clear commitment to safeguarding children, young people and vulnerable adults. All employees will have an organisational and individual responsibility towards safeguarding children, young people and vulnerable adults with whom they have contact with.



To fulfil these duties all employees must attend training and development to recognise the signs and symptoms of abuse or individuals at risk; to follow local and national policies relating to safeguarding practice; and to report and act on any concerns they may have.

9. Infection Prevention and Control

The jobholder must comply at all times with the George Eliot Hospital NHS Trust Infection Control policies, in particular, by practicing Standard (Universal) Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

All employees must attend infection control training as required within their department or as directed by their line manager. In addition, employees with clinical responsibilities must ensure that they hold up to date evidence that supports safe infection control practices and procedures, including correct use of Personal Protective Equipment (PPE), use of aseptic techniques, safe disposal of sharps and management of patients with communicable infections.

Employees are required to report any breaches or concerns promptly using the Trust's incident reporting system.

10. Equality, Diversity & Human Rights

George Eliot Hospital NHS Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. George Eliot Hospital NHS Trust welcomes applications from diverse candidates. The Trust has a clear commitment to equal opportunities and it is the duty of every employee to comply with the detail and spirit of the Trust's policy.

Employees will have the right to be treated equitably and with dignity and respect in all areas of employment, regardless of age, gender, disability, ethnic or national origin, religious belief, sexual orientation, HIV status, social and employment status, gender reassignment, political affiliation or trade union membership.

11. Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that employees do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Employees are not allowed to further their private interests in the course of their NHS duties.

12. No Smoking

The Trust acknowledges its responsibilities to provide a safe, smoke free environment for its employees, patients and visitors and is therefore committed to a No Smoking Policy. All Health Service premises are considered as non-smoking zones and smoking is not permitted in any part of the premises or grounds.

Employees can only smoke/vape out of working hours and off-site where they are non-identifiable as a member of the Trust. All employees have a responsibility to support the policy with their own behaviour and, to communicate it to others on site.

Assistance and support will be given to any employees who wish to give up smoking.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and



responsibilities. Any changes will be made in discussion with the post holder according to service needs.

