

JOB DESCRIPTION

**JOB DETAILS:**

Job Title:	Staff Nurse
Band:	5
Directorate:	Theatres & Critical care
Department:	Critical care
Base:	Critical Care Units
Responsible for:	Lead Nurse Critical Care
Responsible to:	Sister / Charge Nurse

There is an on call commitment with this post of one night on call per month. This is subject to annual review and may be extended to include on call day shifts in the future.

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**Job Purpose:**

- To work accordingly to the NMC Code of Professional conduct and relevant guidelines
- To work in accordance with Taunton and Somerset's NHS foundation Trust core values
- Under the direction of the senior staff nurse and or sister / charge nurse you will co-ordinate and deliver safe, effective, high quality nursing care for patients level 1-3 within the Critical Care Units (CCU's). This will include assessing the needs, planning, initiating, implementing and evaluating the care for these patients.
- You will work collaboratively with the whole multi-disciplinary team.
- You will use and maintain specialist critical care equipment.
- You will provide evidence of your training and ongoing learning including revalidation requirements.

## **Duties and Responsibilities**

### **Communication and Key Working Relationships**

The post holder will:

- Demonstrate a collaborative approach to care through effective communication and decision making between the multi-disciplinary team, patients and significant others.
- Communicate effectively with other hospital personnel and departments thus promoting the work of the Critical Care Units and participating in departments, working effectively together to provide a high standard of care for the critically ill patient.
- Maintain good working relationships between all members of staff thus developing professionalism.
- Maintain full, accurate and legible documentation according to Trust and NMC guidelines. This will include the accurate charting of multiple complex clinical data. Interpret and inform the nurse in charge of changing data and respond as directed.
- Work in partnership with the patient and family and other Health Care Professionals in care planning.
- Develop communication skills in order to convey complex and sensitive information effectively to patients, carers and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events whilst maintaining confidentiality.
- Provide statements in response to complaints and investigations.

### **Planning and Organisation**

The post holder will be responsible:

- For planning their timely arrival to work. They will adhere to trust policies, including uniform and reporting absence.
- With support for the direction, planning and organising of the care for their patients ensuring that their needs are met in a timely and efficient manner.

### **Responsibility for Patient / Client Care, Treatment & Therapy**

The post holder will be responsible for:

- Providing and delivering a high standard of nursing care by initiating and co-ordinating the assessment, planning, implementing and evaluation of individual patients needs based on evidence. This includes all aspects of care from admission through to discharge.
- A key element expected of the role is that care will be delivered in a way that promotes patient comfort, maintains dignity at all times, respects their decisions, empowering the patient to enable individualised care.
- Developing key skills in management of the critically ill patient to include: the setting up of complex equipment including ventilators, monitoring systems, haemofiltration, infusion pumps and cardiac output monitoring devices.
- Developing skills in the interpretation and manipulation of complex clinical data, facilitating early medical intervention to minimise the risk of complications/optimize patient clinical condition.



The post holder will be developing skills in all the following to support their journey through the band enabling progression and competence.

- Advanced forms of respiratory support (i.e. Non-invasive ventilation, Mechanical Ventilation, Tracheostomies, tracheal Suctioning).
- Advanced forms of invasive monitoring i.e. CVP, Arterial lines, PICCO, Oesophageal Doppler studies, using complex equipment on the Intensive Care Unit.
- Visual monitoring and analysis (i.e. Cardiac dysrhythmias, Glasgow Coma Scale, ECG, SaO<sub>2</sub>, ETCO<sub>2</sub>, 12 Lead ECGs, sedation level, pain assessment).
- Advanced forms of Renal support (i.e. Haemofiltration).
- Nutritional support (i.e. Enteral and Parental feeding).
- Frequent blood sampling, including analysis and interpretation i.e. Arterial blood gases, capillary blood glucose measurement.
- Take Laboratory blood and other specimens as required - +/- 6 per shift and access results from the Hospital computer system reporting and acting on abnormal results.
- Safe calculation, administration and titration of multiple and complex IV infusions (as many as fifteen) working within prescribed parameters to achieve precise aims (i.e. Inotropes, Sedation, Epidurals, PCAs etc) including a working knowledge of the drug effects, and action in the event of an adverse response, on a frequent basis.
- Advanced life support skills including defibrillation.
- Recognise and assess emergencies within ITU/HDU and take immediate appropriate action.
- Observation and safe management of intravascular devices, on a frequent daily basis.
- Observation and safe management of airway devices delivering assisted or mechanical ventilation, on a frequent daily basis.
- Engage and interact with patients, carers and family encouraging them to be actively involved in the patients care planning.
- Co-ordinate and conduct safe timely complex patient transfers for investigation such as CT scan, MRI scan or relocation to another hospital.
- Provide advice and support to patients and relatives in unpredictable and sometimes highly emotive situations whilst respecting their cultural and spiritual values.
- With supervision provide specialist family centred care to children needing level 2/3 care from admission to transfer, discharge or retrieval by specialist paediatric Critical Care team.
- Understands and complies with the ordering, storing, checking and administration of drugs in accordance with Trust policy and NMC standards.
- Responsible for infection control and cleanliness standards on a shift by shift basis by ensuring their self and other members of the team adhere to good practice and follow Unit, Trust and national guidelines. This will include strict hand decontamination, the appropriate use of personal protective equipment and maintaining a clean and tidy workspace around the patient.

#### **Policy, Service, Research & Development Responsibility**

- Initiates the reporting of any untoward incident such as complaints, clinical emergencies or injuries, drug administration errors or equipment failures.
- Demonstrate an awareness and compliance with Health and Safety regulations/procedures that apply to staff, patients and visitors within the Trust premises. Staff are required to comply with Trust policies.
- Actively seek to reduce risk and contribute to the management of risk which will include the completion of risk assessments and subsequent action plans taking any immediate first line actions required.



- Efficient and effective use of available resources.
- Attend ward, team and Trust meetings as appropriate.
- To develop skills to enable the day to day management of the clinical area working as shift coordinator under the guidance of the overall shift nurse in charge (NIC) within HDU.
- Frequent requirement for concentration where the work pattern is often unpredictable and frequent requirement for prolonged concentration.
- Frequent exposure to highly unpleasant working conditions (involves dealing with body fluids, foul linen, fleas and lice) and exposure to a variety of confirmed or known infectious diseases.
- Work involves using needles and “sharp” equipment.
- May be exposed to face to face physical aggression.
- Walks, stands most of shift. Pushes and pulls beds, trolleys, commodes and equipment.
- Frequent exposure to highly distressing or highly emotional circumstances and occasional exposure to traumatic circumstances.
- Required to move patients using handling adjuncts such as hoists and slide sheets.
- Works in an environment where many patients require daily exposure to unit based portable x-rays.
- Will be in daily contact with anxious and or distressed patients and relatives and on occasion will be required to deliver bad news.
- The patients require constant attendance, continuously scanning and assimilating “real time” patient information from multiple electronic devices utilised exclusively in this environment, and from clinical observations.
- Take responsibility for own continued personal and professional development by actively participating in annual appraisal/personal development plans and completing objectives within an agreed time frame.
- Completion of the STEPS national critical care competencies within 12-18months of commencing employment.
- To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times. This includes the maintenance of a professional portfolio and engagement with reflective practice.
- Ensure continued and effective registration and revalidation with the NMC.
- Practice in a confident and competent professional manner.
- Demonstrate insight and understanding of how own actions and behaviour can impact on other people and working environment.
- To complete mandatory and statutory training as required by the Trust.
- Is committed to an ethos of lifelong learning and includes some self-directed learning outside of work time.
- Act as a credible clinical role model.
- Support and promote various trials and research available to our patients and their relatives
- The range of expertise within this band will cover from complete novice in critical care to being competent in the care of any level 1 – 3 patient. The post holder will not be expected to be responsible for a team of registered nurses. Management skills will be being developed within the high dependency arena to enable the post holder to act as shift coordinator in HDU.
- Educate patients and their carers as required where a need has been identified.
- Ensure a welcoming, caring and safe environment is provided for the patient and their family, visitors and carers.
- Promote a happy and supportive environment



### **Responsibility for Finance, Equipment & Other Resources**

- Responsible for equipment to the value of £450,000.00 during this time.
- Responsibility for safe keeping of patient property on a shift-by shift basis. Shared responsibility on a shift-by-shift basis for the efficient use of resources and safe use of highly complex expensive equipment (up to the value of £70,000.00).

### **Responsibility for Supervision, Leadership & Management**

- Shares the responsibility for the professional and clinical support of new/junior members of staff and pre-registration students or learners from other areas such as radiographers/physiotherapists, maintaining a suitable learning environment for staff.
- Will assist in the mentoring of pre-registration students and the delivery of induction programmes for new staff.
- Assist in the development, implementation and monitoring of nursing practice standards, guidelines, policies and care pathways.

### **Information Resources & Administrative Duties**

- Use of electronic patient records and data bases to assist with patient care and data collection for the unit.
- Collect and record data accurately in accordance with professional guidelines

### **Any Other Specific Tasks Required**

- It is the responsibility of all staff to be aware of their duties under the Health and Safety at work act and under specific local or departmental Health and Safety policies.



## **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 is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.



## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## **Smoking**

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



## Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<p><b><u>QUALIFICATIONS &amp; TRAINING</u></b>  <b><u>Evidence of Qualifications required</u></b></p> <ul style="list-style-type: none"> <li>• NMC level 1 registration</li> <li>• Critical care course</li> <li>• CC3N Steps 1 completion</li> <li>• Mentorship course</li> </ul>	<p>E D D D</p>	<p>Application Form</p> <p>Portfolio</p>
<p><b><u>KNOWLEDGE</u></b></p> <ul style="list-style-type: none"> <li>• Ability to recognise a deteriorating patient and escalate accordingly</li> <li>• An understanding of critical illness</li> </ul>	<p>E D</p>	<p>Interview References</p>
<p><b><u>EXPERIENCE</u></b></p> <ul style="list-style-type: none"> <li>• Post registration experience in an acute care setting.</li> </ul>	<p>E</p>	<p>Application form</p>
<p><b><u>SKILLS &amp; ABILITIES</u></b>  <b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Evidence of a good standard of literacy/English language skills</li> </ul> <p><b>Analytical &amp; Judgement Skills</b></p> <ul style="list-style-type: none"> <li>• Problem solving and decision making skills</li> <li>• Ability to interpret complex data</li> <li>• Ability to use a I.T devices</li> </ul> <p><b>Planning &amp; Organising Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to plan and manage a fluctuating work load enduring care is delivered in an efficient and effective manner</li> <li>• Ability to manage oneself</li> </ul> <p><b>Physical Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to stand for long periods of time</li> <li>• General fitness</li> <li>• Ability to use manual handling devices following specific training.</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• Willingness to use technology to improve standards of care and support to our patients</li> </ul>	<p>E  E E E  E  E E E E</p>	<p>Application form Interview</p> <p>Application form Interview References</p> <p>Interview</p>
<p><b>SUPPORTING BEHAVIOURS</b></p> <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.</p> <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Respect</li> <li>• Teamwork</li> </ul>		



## SUPPLEMENTARY INFORMATION

<b>Physical Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes – Specify details here - including duration and frequency</b>
Working in uncomfortable / unpleasant physical conditions		No	
Working in physically cramped conditions		No	
Lifting weights, equipment or patients with mechanical aids	Yes		Manual handling according to trust policy and local environment.
Lifting or weights / equipment without mechanical aids		No	
Moving patients without mechanical aids		No	
Making repetitive movements		No	
Climbing or crawling		No	
Manipulating objects		No	
Manual digging		No	
Running		No	
Standing / sitting with limited scope for movements for long periods of time	Yes		Prolonged standing / sitting requiring prolonged concentration at the bedside for 11.5 hr shifts
Kneeling, crouching, twisting, bending or stretching		No	
Standing / walking for substantial periods of time	Yes		11.5 hour shifts
Heavy duty cleaning		No	
Pushing / pulling trolleys or similar	Yes		Beds and trolleys
Working at heights		No	
Restraint ie: jobs requiring training / certification in physical interventions		No	
<b>Mental Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Interruptions and the requirement to change from one task to	Yes		Expected to respond to interruptions from patients and relatives during the 11.5 hour shift period



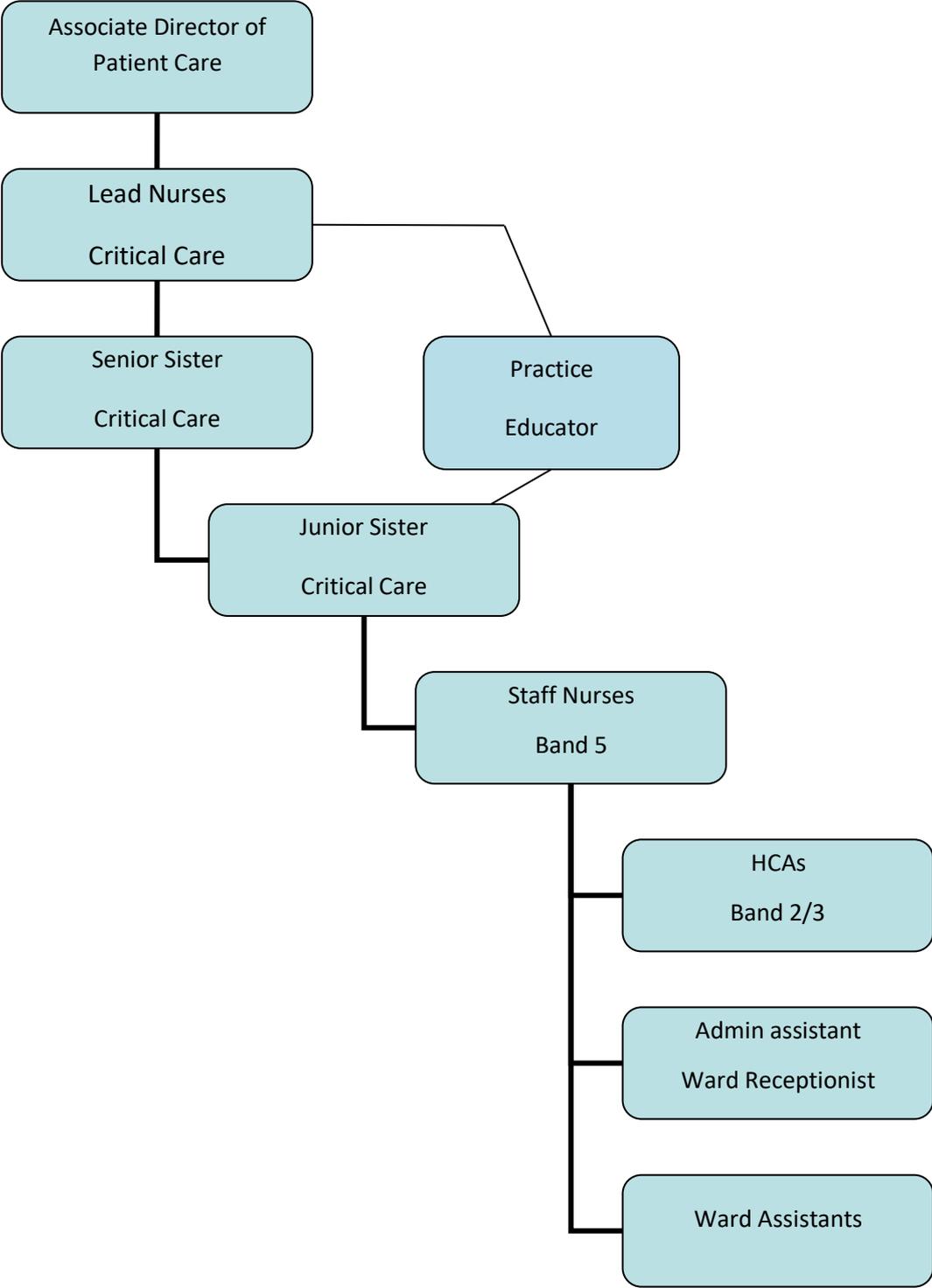
another ( give examples)			
Carry out formal student / trainee assessments	Yes		With appropriate training for students
Carry out clinical / social care interventions	Yes		Clinical care of critically ill patients
Analyse statistics		No	
Operate equipment / machinery	Yes		It equipmeny and equipment utilised in the care of critically ill patients
Give evidence in a court / tribunal / formal hearings	Yes		If required , NMC
Attend meetings (describe role)	Yes		Staff meetings
Carry out screening tests / microscope work		No	
Prepare detailed reports	Yes		With training on student nurse progress
Check documents		No	
Drive a vehicle		No	
Carry out calculations	Yes		Drug calculations as per care of the critically ill patient
Carry out clinical diagnosis		No	
Carry out non-clinical fault finding		No	
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (eg: typing / transmitting) news of highly distressing events		No	
Giving unwelcome news to patients / clients / carers / staff	Yes		Required as part of the holistic care to critically ill patients - daily
Caring for the terminally ill	Yes		Required as part of the holistic care to critically ill patients - daily
Dealing with difficult situations / circumstances	Yes		Required as part of the holistic care to critically ill patients - daily
Designated to provide emotional support to front line staff	Yes		Required as part of the holistic care to critically ill patients - daily
Communicating life changing events	Yes		Required as part of the holistic care to critically ill patients - daily



Dealing with people with challenging behaviour	Yes		Required as part of the holistic care to critically ill patients - daily
Arriving at the scene of a serious incident		No	
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		No	
Excessive temperatures		No	
Unpleasant smells or odours	Yes		Required as part of the holistic care to critically ill patients - daily
Noxious fumes		No	
Excessive noise &/or vibration	Yes		The critical care environment can be a noisy place
Use of VDU more or less continuously		No	
Unpleasant substances / non household waste	Yes		Required as part of the holistic care to critically ill patients - daily
Infectious Material / Foul linen	Yes		Required as part of the holistic care to critically ill patients - daily
Body fluids, faeces, vomit	Yes		Required as part of the holistic care to critically ill patients - daily
Dust / Dirt		No	
Humidity		No	
Contaminated equipment or work areas	Yes		Required as part of the holistic care to critically ill patients - daily
Driving / being driven in <b>Normal</b> situations		No	
Driving / being driven in <b>Emergency</b> situations		No	
Fleas or Lice	Yes		Required as part of the holistic care to critically ill patients - daily
Exposure to dangerous chemicals / substances in / not in containers		No	
Exposure to Aggressive Verbal behaviour	Yes		Required as part of the holistic care to critically ill patients - daily
Exposure to Aggressive Physical behaviour	Yes		Required as part of the holistic care to critically ill patients - daily



**Department Organisational Chart**



## Department Core Purpose

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The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### **Job Profile Agreement**

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

