

Job Description

Title:	Critical Care Senior Staff Nurse
Grade:	Band 6
Annual Leave:	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
Department:	Critical care unit surgical ICSU
Responsible to:	Band 7 Sisters and Charge nurses
Accountable to:	Matron / Associate Director of Nursing/ Operations Director

POST SUMMARY

The post holder will be a qualified nurse and registered with the Nursing and Midwifery Council with an up to date PIN.

The post holder will be responsible for the assessment of care needs, the development of programmes of care and their implementation and evaluation.

The post holder is also expected to carry out all relevant forms of care without direct supervision, and will be required to demonstrate procedures to, and supervise qualified and unqualified staff.

The post holder will contribute to the overall good of the organisation by being a positive role model and to treat all staff, visitors and service users with courtesy.

The post holder will undertake internal rotation to cover the service.

It is expected that the post holder will be able to carry out all of the duties listed in the main duty section below. The duties will vary from ward to ward and they may carry out other similar duties in support of the ward environment that are not listed. No duties are to be undertaken by the post holder unless they have received the appropriate training.

MAIN DUTIES

A. DUTIES AND RESPONSIBILITIES

(a) Clinical Care

The post holder will:

1. Put the patient at the centre of everything they do.
2. Assess and plan the delivery of patient care and take responsibility for implementing and evaluating that care, using an appropriate nursing model.
3. Carry out nursing care to the highest possible standard according to Trust Policies and Practice and Clinical Guidelines. This requires a thorough understanding of policies and guidance related to, uniform, infection control, and hygiene and individualised patient needs.
4. Ensure that documentation is comprehensive, up to date and reflects the nursing care and interventions given to the patients.
5. Use the clinical documents to effectively report on patients' conditions verbally at nursing handovers, during doctors' rounds and in liaison with therapists and other health care professionals.

6. The post holder will embrace the philosophy of the multi-disciplinary team and take steps to ensure such working relationships are fostered at every opportunity.
7. Develop managerial skills to enable himself / herself to take charge of the unit when required in exceptional circumstances and rotate into critical care Outreach.
8. Undertake internal rotation as agreed, which comprises 6 night shifts per 4 week rota.
9. Practice evidence-based clinical nursing taking steps to ensure that all nursing interventions are justified. The post holder will undertake to learn methods of literature searching, gathering evidence and critical appraisal to underpin nursing practice. Assist with audit projects and protocol development.
10. Ensure that all equipment is maintained in safe working order and demonstrate a thorough understanding of how to use the equipment safely and effectively.
11. Act as a health educator, educating patients, relatives and carers to ensure that there is knowledge and understanding of the psychology of acute illness.
12. Report all incidents / accidents involving patients, visitors or staff to Matron or the shift co-ordinator, in the first instance. The post holder will ensure that the correct documentation is fully completed and forwarded to the appropriate personnel in accordance with Health and Safety requirements.
13. Report all complaints immediately to the shift co-ordinator in the first instance. This information must then be passed on to the Matron. In cases where investigation is required, verbal or written statements and any other evidence, such as copies of documentation, must be provided promptly and professionally.

(b) Team Working and Communication

The post holder will:

1. Communicate daily with patients, relatives and carers to ensure that they are informed of nursing goals and medical objectives and are involved in decision-making. This requires a high level of interpersonal skill. The post holder will arrange for patients, relatives and carers to see senior nursing or medical staff, as required.
2. Provide support for relatives and patients in a sensitive and respectful manner.
3. Exhibit a thorough awareness of the patient activity in the entire unit regardless of the patient allocation system employed on a shift basis.
4. In addition to a focused understanding of the patients allocated to individual nurses, all nurses must be able to effectively communicate the needs of all the patients on the unit to those who legitimately require information on a professional basis. The post holder will inform the nurse in charge/Matron of any activity, which affects patient care.
5. Actively seek out opportunities to participate in the education of learners allocated to the ward. Supervise a range of clinical skills and conduct teaching. At all times exhibit a nurturing attitude to the junior staff/students to maximise their learning experience during their allocation.
6. Assist in the induction of new staff to the unit. This includes working with new nurses at the bedside, helping them to gain the knowledge and skills required to become competent in caring for critically ill patients.
7. Provide support and guidance for all junior nurses on the unit. Act as a resource for a group of nurses, junior and agency/bank when taking responsibility for a section of the unit.

8. Maintain a dynamic learning environment within the Unit, distributing up to date information of nursing practice and developments, and compiling teaching programmes for the ward. The post holder will be aware of the requirements of a quality review of practice learning environments.
9. Promote effective communication within the multidisciplinary team.

(c) Management

The post holder will:

1. Act as deputy shift co-ordinator as required after a period of training, this includes taking responsibility for the smooth running of the unit whilst the shift co-ordinator is at break or busy in other ways.
2. The post holder may be required after a period of training to act as the shift coordinator, the post holder will inform the appropriate medical team of any serious/ unusual changes in a patient's condition, or of any events or incidents on the ward that could affect the smooth running of the Unit, or care of the patients, or the safety of staff.
3. Act as an effective role model
4. In exceptional circumstances perform the role of shift co-ordinator in the absence of the Band 7 nurse. This can only happen if the post holder is deemed competent to perform this role and agrees to it. The post holder must have undertaken the following preparation:

Diploma/ degree in Intensive care Nursing.
Preparation for mentorship programme
Post critical care qualification management course (in-house)

(d) Professional Development

The post holder will:

1. Be responsible for their own professional development and updating by reading the nursing press, attending relevant courses both in-house and external, in line with the NMC requirements. Through the Appraisal and Development System, the post holder will construct a personal development plan in conjunction with the Ward Manager that reflects individual and organisational needs.
2. Ensure all professional performance is underpinned by NMC documents, e.g.) Code of Professional Conduct, Post Registration Educational Practice Requirements, etc.
3. Acquire new skills and knowledge to expand nursing practice.
4. Will be familiar with local policies, protocols and guidelines.
5. When representing the department, trust or profession, the post holder will ensure that this is conducted in a professional manner.
6. Become a link member of a nursing team within the unit. Carry out quality improvements and audits to ensure best practice.

(e) Other Responsibilities

The post holder will:

1. Wear uniform at all times, in accordance with the uniform policy.
2. Interact with patients, visitors to the ward, other members of the nursing team and managers in positive, supportive and co-operative ways.
3. Carry out such other reasonably related duties appropriate to the grade, as assigned by the Matron or shift co-ordinator.
4. Be prepared to work across the trust, if required to do so, to meet the needs of the service.
5. Be responsible for reporting their sick leave direct to the shift co-ordinator, giving as much notice as possible.
6. Study leave must be negotiated with the mentor and must reflect the organisation and individual requirements of the personal development plan. All learning should make a positive contribution to the unit and nurses are expected to share their learning with their colleagues after attending a course or study day.

Revalidation and Registration

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects and supporting training.
- Ensure optimum use is made of working time.

Equal Opportunities

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> ”

Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

Health & Safety Policy

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

Safeguarding

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information in any format whether electronic or paper based, you should do so in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

Whittington Mission, Vision and Goals

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

Our mission

Helping local people live longer, healthier lives.

Our vision

Provide safe, personal, co-ordinated care for the community we serve.

Our goals

We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams
- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population

Whittington Values

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

Probationary Period

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.

