

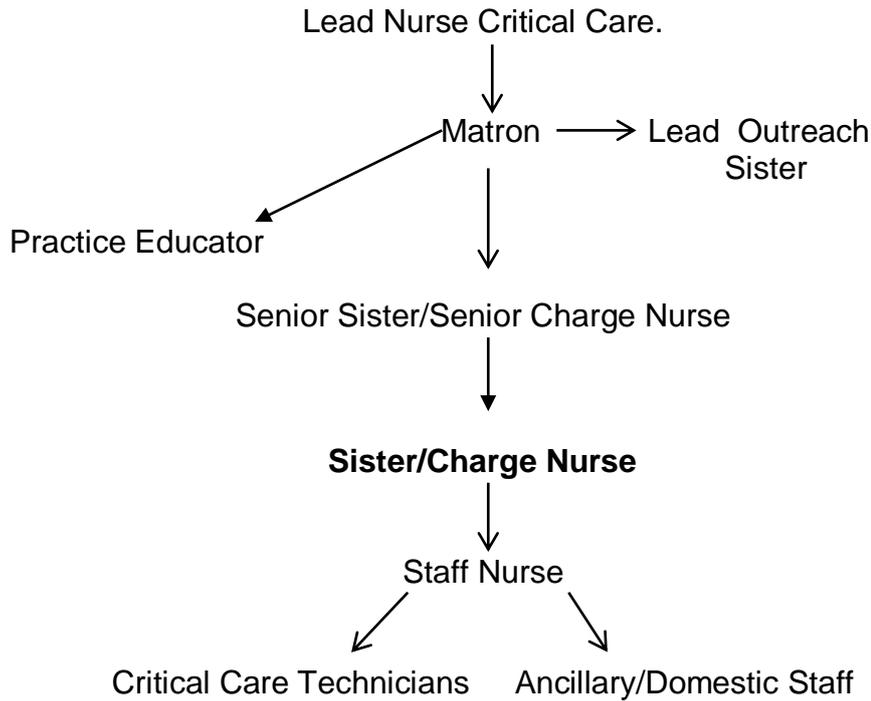
### Job Description

Job Ref:	17-129
Job Title:	Sister/Charge Nurse Critical Care
AfC Pay Band:	Band 6
Number of hours:	Full Time – 37.5 Hrs per week (minimum 23 hours)
Division:	DAS
Department:	Critical Care Unit
Location:	Eastbourne District General Hospital or Conquest Hospital Hastings.
Accountable to:	Critical Care Matron/Lead Nurse
Reports to:	Nurse in Charge

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	Budget / Delegated Budget managed : £0 Authorised signatory for: £0 Other financial responsibility: Careful use of resources
Staff	Staff (wte): Supervise qualified staff and HCAs
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation Specialist systems: OASIS, PAS, healthroster

Job purpose	<ul style="list-style-type: none"> <li>• To work within the multi disciplinary team to assess, plan, implement and evaluate care to level 2 and 3 patients. Thus providing comprehensive patient care and ensuring the optimum level of physical and psychological well-being is maintained throughout period of critical illness.</li> <li>• To provide support to significant others i.e. Relatives and Families during the same period.</li> <li>• To provide support to senior and more junior colleagues to ensure a cohesive approach to patient care on a shift to shift basis.</li> <li>• To “take charge” of unit in absence of or alongside Senior Sister/Charge Nurse colleagues ensuring above is maintained.</li> <li>• To be responsible for the management of the critically ill patient in the absence of Medical Staff.</li> </ul>
-------------	---

**Department Structure**



**Communications and Working Relationships**

*List people with whom the postholder interacts on a regular basis.*

With Whom:	Frequency	Purpose
Patients	Daily/As required	To carry out treatment / Plan of care. Inform, explain, Support and gain rapport.
Relatives	Daily/As required	To liaise to ensure effective honest reliable communication. To explain, inform and support.
Multi Disciplinary Team (Unit Team including Medical Staff, Professions Allied to medicine, Support And Clerical staff)	Daily Shift to Shift	To effectively plan and implement care holistically
Management team	As required	Work supervision, planning, advice and support. To ensure unit, hospital and trust policy/practice is adhered to.

**Key duties and responsibilities:**

1. Assessment of specialist patient care needs and the development, implementation and evaluation of programmes of care.
2. Management of individual patient care in the Critical Care unit, delivering evidenced based nursing care to the highest possible standard.
3. To effectively and professionally deal with emergency situations. (e.g. running cardiac arrest situations)
4. Safe and effective transfer of critically ill patients between departments within the hospital or specialised units in other geographical areas with support from medical staff and colleagues.
5. To be designated to take charge of the unit regularly in the absence of and alongside more senior staff or unit manager who has continuing responsibility.
6. Ensure that the East Sussex Healthcare NHS Trust policies/practices are carried out.
7. To work in accordance with the unit philosophy. \*
8. To participate fully as a team member, sharing knowledge and information, supporting colleagues to promote a cohesive ward team.
9. To work with other disciplines and professionals for the welfare of patients.
10. To supervise and participate in teaching, assessing and education of junior members of staff and other learners.
11. Participate in setting and maintaining appropriate clinical policies and practice according to most relevant research and evidence based practice.
12. To participate in the setting, monitoring and robust application of standards in relation to infection control practice and the DoH Saving Lives Programme.
13. To participate in the setting and monitoring of quality standards in relation to clinical practice.
14. Participate in research, audit projects, develop an area of speciality and lead one of the Units' Quality Improvement Groups.
15. To contribute to the development and maintenance of a positive environment for patients, visitors and other staff.
16. To promote a safe environment for patients, visitors and staff by adhering to and complying with all elements of the health and safety statutory legislation.
17. To report all accidents/incidents involving patients, visitors and staff to the nurse in charge or most appropriate person as soon as possible and assist in any enquiries or documentation as necessary.
18. To contribute to the provision of effective, appropriate and timely information to patients and their significant others.
19. To maintain up to date accurate patient records, using appropriate documentation for planning, assessing and evaluating care and other significant events.
20. To be aware of ward resource issues participating in stock control as necessary.
21. To ensure working knowledge of all equipment and resources available and update as required.
22. Work within the Code of Professional Conduct and be active in enhancing own professional knowledge base and development. Work towards completing Advance life support course, leadership course.
23. Ensure that self development needs are addressed through KSF/Appraisal framework.
24. Maintain professional registration by meeting the requirements for Revalidation.
25. Complete unit based competencies (Basic/advanced level as appropriate) and update as required.
26. Maintain and update mandatory training in accordance with trust policy.
27. Undertake any other responsibilities or tasks that may be reasonably delegated by the Senior Sister/Senior Charge Nurse.

### General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

### Working Environment:

The post holder will be based in the Critical Care Unit at either the Conquest Hospital or the Eastbourne District General Hospital. They may be asked to work outside of this area in conjunction with outreach or other patient needs. Patients will usually be requiring level 2 or level 3 care (high dependency or critical care) but individual patient requirements will be taken into account. Due to the nature of the care, high levels of concentration are needed to be able to work effectively in stressful situations. Work will frequently involve, manual handling of patients (repositioning in bed or chair), risks of exposure to blood, blood products and body secretions needing strict universal precautions and infection control practices. Emotional workload is frequently high, having to care for distressed relatives and patients who can be agitated, confused, aggressive and abusive. Staff will be expected to be expert practitioners proficient in delivery of care to the critically ill patient in any environment and situation with good knowledge of all portable and standard equipment and resources available. Working with and supporting the outreach service as needed. In the absence of medical staff (the majority of the time) the post holder will be responsible for the ongoing management of all the critically ill patients on the Unit, monitoring and identifying problems and calling for medical help when necessary.

Driving		Lifting	x	Verbal aggression	x
Use of PC/VDU		Physical support of patients	x	Physical aggression	x
Bending/kneeling	x	Outdoor working		Breaking unwelcome news to others	x
Pushing/pulling	x	Lone working		Providing <b>professional</b> emotional support	x
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	x
Repetitive movement		Contact with bodily fluids	x	Involvement with abuse cases	
Prolonged walking/running		Infectious materials	x	Care of the terminally ill	x
Controlled restraint	x	Noise/smells	x	Care of mentally ill & challenging patients	x
Manual labour		Waste/dirt		Long periods of concentration i.e. hours	x
Food handling		Night working	x	Working in confined spaces (eg roof spaces)	

**\*CRITICAL CARE UNIT WARD VISION**

The Critical Care unit provides individualised nursing care to critically ill patients with the cooperation of the multidisciplinary team. Care reflects a holistic approach emphasising the unique and often complex needs of the patients ensuring that the patient's personal needs and dignity are always maintained.

Relatives and significant others are also given the support and information they need and the ability to give feedback whilst respecting the patient's rights to confidentiality.

Colleagues are supported and their contributions valued and we strive to provide an environment conducive to professional and personal development for all disciplines of staff. This is to ensure standards and quality is maintained and patients receive the optimum care and treatment.

## Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to. In addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

**Person Specification**

<b>Job Title: Sister/Charge Nurse</b>		<b>Grade: 6</b>	
<b>Department: Critical Care</b>		<b>Date: January 2024</b>	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
<b>Minimum Criteria</b>	*	<b>Desirable Criteria</b>	*
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Basic Life Support</li> <li>• Willingness to undertake ALS if not already held.</li> <li>• Recognised Degree level teaching and assessing qualification</li> <li>• Recognised Degree level critical care qualification</li> </ul>	 A A I  A  A	<ul style="list-style-type: none"> <li>• Masters Level Study</li> <li>• ALS course.</li> </ul>	 A A A A
<b>Experience</b> <ul style="list-style-type: none"> <li>• Minimum of 4 years critical care experience working at band 5.</li> <li>• Passed ICU course both modules and consolidated for 6 months</li> </ul>	 A	<ul style="list-style-type: none"> <li>• General surgical/medical or specialist ward experience.</li> </ul>	 A
<b>Skills / Knowledge / Abilities</b> <ul style="list-style-type: none"> <li>• Ability to manage the ICU on a daily basis.</li> <li>• Demonstrate an understanding of the role as described in the job description.</li> <li>• Ability to care for a critical care patient with minimal supervision.</li> <li>• Ability to assess care needs and to prioritise.</li> <li>• Effective interpersonal, organisational and team work skills.</li> <li>• Effective communication skills.</li> <li>• Ability to learn and develop new skills and abilities.</li> <li>• Ability to cope under stress.</li> <li>• Evidence of continuing professional development.</li> </ul>	 I I/R  I I/R  I I/R I	<ul style="list-style-type: none"> <li>• Competent in role/skills/knowledge as described in job description.</li> <li>• Ability/willingness to teach and supervise junior colleagues and students.</li> <li>• Ability to motivate, support and encourage staff.</li> <li>• Good I.T. skills.</li> <li>• Ability to be a shift manager.</li> </ul>	 I I I  I I
<b>Other</b> <ul style="list-style-type: none"> <li>• Completed application form correctly.</li> </ul>	 A  R	<ul style="list-style-type: none"> <li>• Previous experience or involvement in research/audit</li> </ul>	  I

<ul style="list-style-type: none"> <li>• Evidence of reliable work record.</li> <li>• Evidence that personal behaviour reflects Trust values</li> <li>• Able to work 12 hour or other shifts as job requires.</li> <li>• Able to work internal rotation.</li> <li>• DBS clearance.</li> <li>• Occupational Health Clearance.</li> <li>• Able to provide two suitable referees.</li> </ul>	I AI I R T T R	projects. <ul style="list-style-type: none"> <li>• Able to be flexible with off duty.</li> </ul>	I
---	----------------------------------	---	---

Managers Signature

Date

-----

-----

Postholder's signature

Date

-----

-----