

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: Deputy Charge Nurse (Band 6)

Responsible to: Charge Nurse (Band 7)

Department(s): Medical Assessment/Admissions Unit WGH72

Directorate: Acute Medicine

Operating Division: Medical and Associated Services Division LUHD

Job Reference 248367

No of Job Holders: 2

Last Update :

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, evaluation of care plans, ensuring the delivery of high quality care to patients. Acting independently and in collaboration with other health care professionals, the post holder will deliver specific care. In the absence of the charge nurse the post holder will have continuing responsibility for the management of a ward area including supervision and deployment of staff.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

To assess clinical training requirements for registered and non-registered nursing staff and provide a deliverable programme to support unit education needs.

3. DIMENSIONS

The post holder has management responsibility for 26 beds (Ward 72 26 single rooms.) The patient group includes Acute Medical, Respiratory, Metabolic and Cardiology Adult Patients. The ward manages emergency admissions and discharges and provision of individual care packages.

The post holder will interact with key staff including Clinicians, Management, Support Services, Social Services, and Education Staff, Health and Safety and Risk Management.

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.

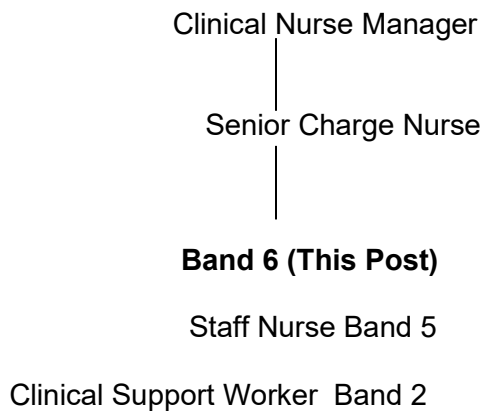
The post holder will have junior staff/learners reporting to them on patient care.

The post holder will supervise junior members of staff, learners, patients and carers.

The post holder may be required to work within any of the Lothian Acute Services pertaining to their field and specialty. (The acute areas include: Royal Infirmary of Edinburgh, Western General Hospital, St John's Hospital, Royal Victoria Hospital, Royal Hospital for Sick Children, Princess Alexandra Eye Pavilion, Lauriston Building).

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4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To effectively manage patients with Acute Medical conditions through assessment, admission, discharge or transfer of acutely ill patients who have been referred from emergency services and from GP. When indicated, to provide immediate resuscitation.

To provide a high quality, safe and supportive environment in order to care for patients within Medical Assessment/Admission Unit, meeting the identified physical and psychosocial needs.

6. KEY RESULT AREAS

Professional

Practise at all times within the Nursing and Midwifery Council Code of Professional Conduct

Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

Clinical 60%

Demonstrate highly developed specialist knowledge across a range of work procedures and practices. This will be underpinned by theoretical knowledge and relevant practical experience

Demonstrate judgemental skills involving complex facts and clinical presentations which require the analysis, interpretation and comparison of a range of options for management of clinical condition

Ensure individualised care plans are in place for all patients in the designated clinical area.

Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the Unit, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

Ensure effective communication processes are in place to meet the needs of patients, relatives and other members of the multidisciplinary team.

In support of the charge nurse ensure that all nursing staff are aware of, and work within, local, directorate and Division policies and procedures to ensure that safe working practices are maintained for both patients and staff.

Propose and develop policies/procedures and working practices within clinical area and ensure they are implemented.

Responsible for ensuring the agreed standard of patient care is delivered during span of duty and is monitored through participating in clinical audit.

Where relevant be involved in research programmes within the clinical area and disseminate findings of relevance to the multidisciplinary team.

Managerial 30%

Effectively and efficiently manage and forward plan the use of the nursing resource to ensure that appropriate skill mix is maintained at all times.

In the absence of the Senior Charge Nurse jointly assume responsibility for the management of daily operational responsibilities in the unit including work allocation, deployment and supervision of staff to ensure smooth running of the ward with

Ensure that equipment is maintained and stock managed within the available financial resource.

Ensure patients property and valuables that are received by the ward for safekeeping are secured and processed as Division policy.

Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate. In the absence of the charge nurse, may be required to investigate and respond to the Patient Liaison Officer.

Education 10%

Undertake teaching of registered and non-registered staff, including pre and post registration students, and participate in the implementation of staff personal development plans.

Support the charge nurse in the implementation of staff personal development plans to facilitate and meet ongoing educational/ clinical needs and nursing team development

Maintain up-to-date clinical skills and knowledge for delivering care to the identified group of patients.

7a. EQUIPMENT AND MACHINERY -

Post holder is expected to have a knowledge and ability to use all equipment used in the area however may not have daily clinical involvement.

Generic	Specialised	Very Specialised
Television Bedside Unit	Hoists – Encore, Sara, Maxi/Arjo	Cardiac Monitor
Fridge	Bath hoist	Pulse Oximeter
Ice Machine	Infusion Devices – Alaris, Asena, Grazeby.	Defibrillator – semi automatic and manual
Nursing Call System	Blood Pressure Machine	Electrocardiograph
Database /Computers	Glucometer	Central Venous Pressure Monitoring
Fire Equipment	Suction Equipment	Doppler
Pneumatic Tube System	Nimbus Pressure Mattress	Blood Warmers
Pat Slides	Humidified Oxygen Therapy	Non-invasive Ventilator CPAP BiPAP
Supreme 104 Water Boiler		Intubation Equipment

Walking Aids (Zimmer, Gutta Frame, Crutches, Walking Sticks)		Respiratory Rate Monitoring
Oxygen Cylinders		Blood Gas Analyser
Raised Toilet Seats		Sengstaken Tube
Pat Slides		Infusion Devices: Syringe Drivers Patient Controlled Analgesia Pumps
Glide Sheets		Transport Equipment: Ventilation Monitoring Fluid Control
X Ray boxes		
Electrically Controlled Chair		
Wheelchairs		
Trolleys		

7b. SYSTEMS

Maintenance of patient records
Local patient administration system
Human Resource Administration system- .
DATIX Intranet – incident reporting.
Apex Laboratory System - result specimens
Internet and Intranet – Personal and Work Use

8. ASSIGNMENT AND REVIEW OF WORK

The Post holders work is generated from the patients needs, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.

The post holder will be responsible to the charge nurse who will provide clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be in the main, self directed under the leadership of the charge nurse.

The post holder will delegate/allocate work to the nursing team.

The post holder will act on behalf of the charge nurse when required and be accountable 24/7 in their periods of prolonged absence.

9. DECISIONS AND JUDGEMENTS

Perform physical examination and assessment of patients referred to the medical speciality team in MAU

Select, order and perform tests and procedures to augment physical findings
Interpret data and diagnostic results for appropriate course of action

Define/document differential diagnoses, indicating most likely diagnosis based on clinical findings

Document findings and initiate planned care for patient

Analysis and assessment of patient condition to establish continuing care planning, autonomous decisions on the assessment of more complex patient and providing advice to enable and empower junior staff to make clinical decisions.

Provide clinical and professional advice to the multidisciplinary team.

Assess any changes to patient condition and ensure appropriate action is taken.

In the absence of the charge nurse make decisions on the use of ward resources inclusive of staff.

Appraise staff performance.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of direct patient care and existing resources in a complex dynamic environment.

Leading and developing the nursing team.

Addressing the equality and diversity needs of patients and staff.

Maintaining quality of service within the existing resources.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

The post holder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.

Communicate with the charge nurse regarding day-to-day operational management, service needs, workload issues and personal development.

Communicate with other relevant departments which will include the Directorate Management Team, Support Service Departments, Human Resources, Fire Officer, Infection Control, Education Department, Health and Safety and Risk Management regarding issues in clinical area and personal development.

External:

Social Services regarding patient discharge.
Scottish Ambulance Service regarding patient transport.
Community Health Practitioners regarding patient care.
Higher Educational institutions regarding training programmes and development.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB –

Staff use the subjects in the following sections frequently:

Physical Skills:

Arterial blood gas sampling
Chest x-ray ordering
Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.
Insertion of urinary catheters.
Placement of naso-gastric tubes.
12-lead ECGs.
Intravenous cannulae / venepuncture.
Intravenous additives.
Blood Glucose monitoring.
Basic life support.
Semi-automatic Defibrillator.
Advanced maintenance of patient's airway .

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients.
Push trolleys, wheelchairs.
Stand/walking for the majority of shift.
Activities of daily living.
Ergonomics.

Mental Demands:

Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members.
Concentration required when observing patient behaviours which may be unpredictable.
Time management.
Communication difficulties (multicultural, deaf, blind)
Developed leadership skills.
Developed responsibility skills.
Service changes.

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives.
Communicating complex issues with the multidisciplinary team.
Caring for the terminally ill, including sudden death incidents.

Caring for patients following receipt of bad news.
Personal / interpersonal stressors.
Spiritual.

Working Conditions:

Exposure to body fluids several times each shift.
Exposure to verbal aggression high frequency.
Temperature / air quality of working environment.
Ergonomics.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

First Level Registered Nurse – Adult, with at least 3 years experience in an acute clinical hospital setting, incorporating evidence of skills and competencies in the care of acutely unwell patients. Evidence of competence in assuming responsibility for the clinical area in absence of Charge Nurse.

Educated to degree level or equivalent experience.

Evidence of further education including post-graduate certification/diploma/Continuous Professional Development in relevant area.

Evidence of organisational ability in delivering training programmes or equivalent to groups of staff to meet their clinical education requirements

The post holder will be required to demonstrate excellent team working skills with ability to work using own initiative.

Effective listening and interpersonal skills.

Time management skills/ability to prioritise workload.

IT Skills.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date: