

**AGENDA FOR CHANGE  
NHS JOB EVALUATION SCHEME**



**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

Job Title: Senior Staff Nurse/Deputy Unit Manager

Reports to: Charge Nurse/Unit Manager

Department: Department of Critical Care

Directorate: Surgical & Anaesthetic Directorate – ICU

Job Reference: SSSARAIGITUN04

Last Update:

**2. JOB PURPOSE**

In conjunction with the Charge Nurse, manages, develops and has continuing responsibility for the nursing team to ensure the delivery of a high quality of critical care using skills appropriately ensuring effective use of available resources and knowledge.

### 3. DIMENSIONS

The post is a rotational and staff members rotate between the ICU and SHDU

The Department of Critical Care has 16 beds 8 of which are SHDU/ 8 ICU

#### ICU

A total of 8 beds caring for:

The critically ill patient presenting with single or multi-organ failure.

Emergency admissions that include interdepartmental transfers from numerous specialties/departments, for example:

Medical, Surgical, Orthopaedic Trauma, Burns Paediatrics, Urology, ENT, Oncology. Pre and Post partum emergencies requiring critical care Management.

Elective admissions (pre & post-operative care).

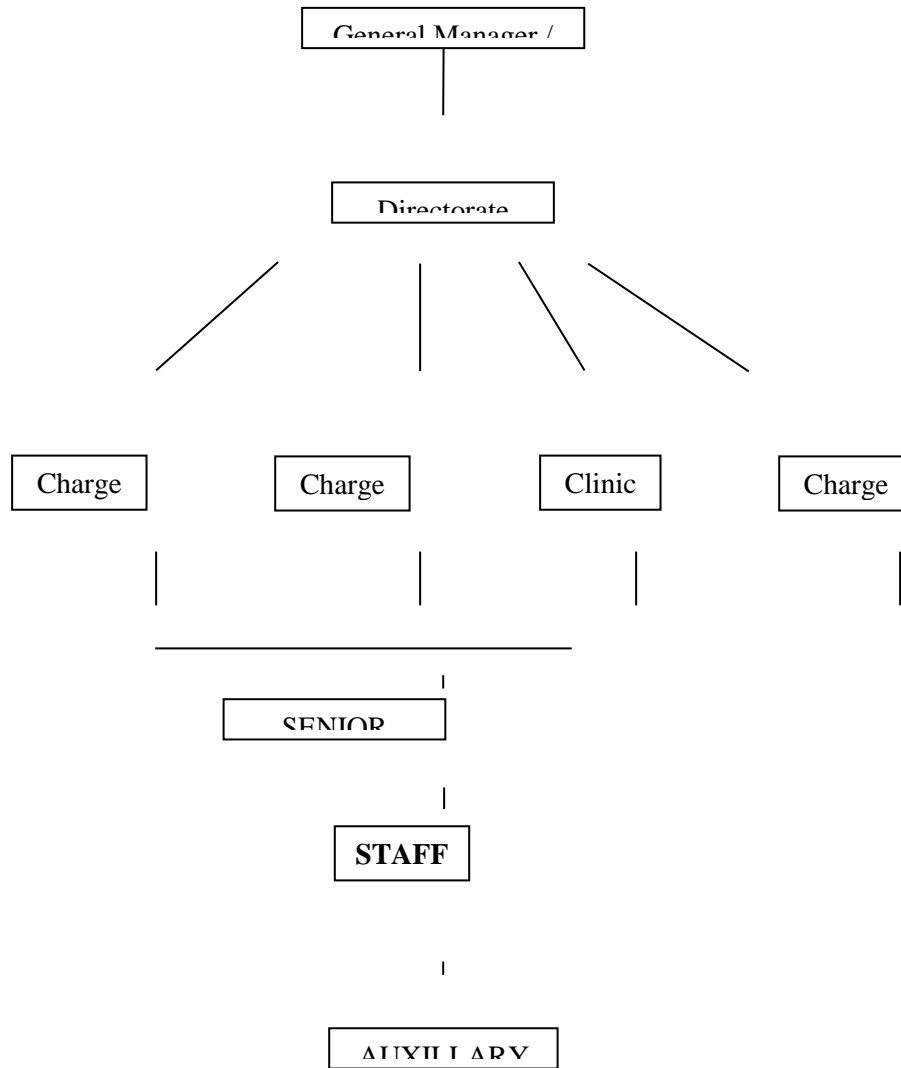
Elective admissions for investigations that require inpatient stay.

Patients transferred from other hospitals.

Management of the patient consented for organ donation.

Palliative care/ end-of-life care for patients/ withdrawing treatment & providing support for relatives/carers.

#### 4. ORGANISATIONAL POSITION



ITU is in the Surgical & Anaesthetic Directorate and is line managed by Surgical & Anaesthetic Directorate Nurse Manager.

#### 5. ROLE OF DEPARTMENTS

The DCCU has 16 beds with 8 SHDU beds and 8 ICU beds which cater for emergency and elective admissions with single or multi-organ failure. These include conditions which are respiratory, cardiac, metabolic, post operative surgery, epidural, hepatic, renal, neurological, trauma, acute poisoning, paediatric and maternity.



## **6. KEY RESULT AREAS**

### **Clinical**

1. Works as a practitioner within the Statutes & Guidelines laid down by the Nursing & Midwifery Council.
2. Sets standards of the highest professional practice and clinical leadership within the Critical Care area.
3. Drives forward in conjunction with the charge nurses, evidence based practice, implementing and auditing strategies to promote and develop Critical Care.
4. Demonstrates a highly developed clinical nursing knowledge and skills such as:
  - a) Respiratory Care.
  - b) Renal replacement therapies
  - c) ECG recording, interpretation and acting on results
  - d) ABG Analysis, interpretation and action
  - e) Paediatric care
  - f) Maternity Critical Care – all aspects of Critical Care and acts as a clinical advisor and educator to the team members, nurses, doctors, paramedics, physiotherapists etc.
5. In conjunction with the Charge nurses, has the responsibility for clinical nursing within the units
6. Responsible for developing and ensuring implementation of Critical Care Integration Care Pathway involving patients, families and carers.
7. Provides leadership support and advice to patients and their families/carers giving the knowledge required to help them cope with their condition, offering psychological, physical and spiritual support.
8. Ensures appropriate and effective transfer/discharge planning system is in operation to afford the smooth transition of patient from level 3 to level 2 care and other hospitals.
9. With specialist knowledge and skills encourages others to develop their skills ensuring all staff are competent to deliver high standards of care.
10. In conjunction with transplant co-ordinator, multi-disciplinary team and staff within the unit, participates in organ donation.

### **Managerial**

1. In conjunction with the Charge nurses, drive forward initiatives which deliver enhanced levels of critical care.
2. Manages and drives change and development through planning, communication and action within the multidisciplinary team to ensure that objectives are met.
3. Interprets Health & Social Policies, National, Highland and local, influencing consequent local service developments through participation in steering/working groups etc.

4. Facilitates the work of nurses and others through knowledge, support and advice, ensuring standards of care are met, monitored and maintained.
5. In conjunction with the Charge Nurses provides leadership and direction to promote a motivated and enthusiastic culture. Through Training Needs Analysis process, identifies the requirements for training to equip the nursing staff to give optimal care. Ensures that all staff have a Personal Development Plan which is actively reviewed regularly. Ensures staff receive regular appraisal.
6. In conjunction with the Charge Nurses is responsible for good communication systems within the Unit to ensure staff have access to relevant documented minutes and information and are involved in and informed of all agreed decisions.
7. In conjunction with Charge Nurses ensures safe staffing levels are maintained to cope with patient dependency and service levels within set budget.
8. Manages the staff and supplies budgets to give the most effective service available within agreed resources and in consultation with the Charge Nurses.
9. Is responsible for ensuring that Health & Safety policies and procedures are maintained and accurate up to date records are kept. e.g. Regular Safety Inspections  
Completion of Risk Assessments  
Moving & Handling Policies  
Control of Substances Hazardous to Health
10. In conjunction with Charge Nurse is responsible for the recruitment of nursing staff. Actively manages retention and absence following PIN Guidelines. Liaises with Charge nurses on particular issues/difficulties, actively participating, following disciplinary/grievance guidelines, in order to resolve problems.
11. To actively develop and maintain a positive learning environment. Participating in teaching programmes for nursing, medical, allied health professionals, and patients relatives/carers using resources available.
12. In conjunction with the Domestic Services Manager and Charge Nurse ensures a high standard of cleanliness throughout the hospital. Promotes good standards of hygiene and in conjunction with the Control of Infection team ensures infection rates are minimised.
13. Creates an environment for evidence based nursing and encouraging others to undertake audit and research to improve local critical care practice.
14. Participates in the operational management within the Surgical/Medical Directorate in the absence of the Nurse Manager and in co-operation with fellow Senior Nurses and Hospital Night Manager.
15. Promotes and maintains good relationships within the department and with staff of all disciplines throughout the hospital and NHS Highland. Actively participates in relevant meetings promoting Critical Care nursing and the nursing profession in general.
16. Is responsible for promoting, maintaining and developing the rotation between the Critical Care areas.

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<b>7a. EQUIPMENT AND MACHINERY</b>
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Utilise technical clinical equipment, calibrating when required, checking for faults and ensuring regular maintenance.
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Equipment	Use
Various Intravenous Pumps Syringe Drivers Intravenous lines, venflons Butterfly devices, syringes, needles.	} } To deliver prescribed fluids and/or drugs safely } }
Monitoring equipment for – Blood Pressure, temperature, pulse, cardiac output, glucose.	To measure and observe patients condition and act appropriately on changes in condition.
Oxygen equipment – Flowmeters, masks.	To give correct prescribed Oxygen concentration.
Nasogastric, Nasojujenal tubes.	To drain gastric, small bowel contents.
PEG Feeding (Percutaneous Endoscopic Gastronomy).	To feed direct to stomach.
Drains – Chest, Various Suction Devices.	To drain fluid/air from various parts of body.

Urinary Catheters – Suprapubic, urethral.	To drain urine.
Nebulisers.	To give respiratory therapy.
Various hoists.	To move patients safely.
Resuscitation equipment including Defibrillator.	To resuscitate and administer shock following cardiac arrest. Cardioversions.
Ophthalmoscope	Examination of eyes.
Doppler Machine	To check blood flow in limbs.
Electric Beds	Safe movement of patients.
Various Pressure Relieving Mattresses	
Haemofiltration machine	Renal replacement therapies
Ventilators & CPAP machine	Respiratory support, invasive/non-invasive
ECG monitors	To detect cardiac abnormalities
Blood gas machine	Monitoring patients blood gases
Occimeters	Monitoring O <sub>2</sub> saturation
Specialist beds	Pronning and rotational therapy
Glucometer	Monitoring patients blood sugars
Non-invasive cardiac output monitor	To monitor SVR, PVR and cardiac output
Humidifiers	To maintain humidifications of O <sub>2</sub> therapy
External pacemaker	To maintain cardiac rhythm and output
Arterial monitoring lines	To monitor blood pressure constantly
Central monitoring lines	To monitor fluid levels
Telemetry	To monitor patients outwith CCU
Portable Monitoring	To monitor patients who are being moved outwith unit
E. T. Tubes/Tracheostomy tubes	Maintain patients airway

Resuscitation equipment adult/paed.	To ensure working order
Epidural devices	Pain relief
Ward Watcher	ITU/Audit
Computers (Internet, Intranet & Word, SSTS)	
Printers	
Fax Machine.	
Chute System	Transportation of items.

## **7b. SYSTEMS**

1. Maintains patient records in accordance with NMC Guidelines and NHS Highland standards.
2. Ensures correct use of computerised systems i.e. Patient Administration System, Results Reporting, Ward Watcher.
3. Completes and authorises accurate staff duty rotas and forwards to Pay Unit via SSTS system. Re-organises rotas for sudden cover requirements, sickness/absence, change in workload, training etc.
4. Completes appropriate documentation relating to staff recruitment and forwards to appropriate department – Nurse Manager, HR Department, Pay Unit etc.
5. Maintains Health & Safety Management System.
6. Maintains accurate staff records relating to staff leave through annual leave, sick leave, Family Friendly Policies, training.
7. Completion of Personal Development Plans.
8. Completion of all records relating to the PIN Guidelines.
9. Checks budget information relating to staff and supplies.
10. Produces, interprets and acts upon relevant statistics such as trends in activity and discusses with Charge Nurses
11. Develops, monitors and maintains Unit communication systems.
12. Scottish Intensive Care audit is maintained to ensure promotion of Critical Care audit.

## **8. ASSIGNMENT AND REVIEW OF WORK**

1. In conjunction with the Charge nurses continuing responsibility for the management of the departments ITU..
2. Is responsible, in conjunction with the Clinical Educator, for developing and implementing Critical Care policies and procedures at a local level and ensuring regular reviews and updates.
3. Works within statutes and guidelines of the Nursing & Midwifery Council, National, Highland and local agreed policies, protocols and procedures.
4. Is expected to anticipate problems/needs and take steps to resolve them involving appropriate colleagues such as Charge nurses, Nurse Manager, General Manager, Accountant, Consultant, Specialist Nurse, Bed Manager etc.
5. Regularly discusses all aspects of unit management and participates in speciality meetings
6. Support is available from all members of the multidisciplinary team as required.

## **9. DECISIONS AND JUDGEMENTS**

1. Makes autonomous decisions, analysing and acting on information using comprehensive knowledge, skills and experience of the service taking into account the guidance of the Nursing & Midwifery Council and National, NHS Highland and local policies, procedures and protocols.
2. Makes autonomous clinical nursing decisions in planning and prioritising patient care and delegation to team members.
3. Recognises own limitations in the provision of clinical care and urgency of patients needs referring to other health care professionals accordingly.
4. Plans and alters duty rota to ensure safe level of staffing per shift.
5. Support staff training needs.
6. Responds to suggestions from staff and colleagues and helps to drive and implement changes which will lead to improved patient care and staff satisfaction.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

1. Managing the service and nursing practise while responding to and satisfying the varying needs of the patient, staff, relatives, multidisciplinary team, medical and ancillary staff



<b>11. COMMUNICATIONS AND RELATIONSHIPS</b>
<ol style="list-style-type: none"><li>1. Establishes and maintains professional relationships with nursing colleagues, medical colleagues, health care professionals, voluntary services to provide a planned, co-ordinated seamless service for patients.</li><li>2. Identifies potential and existing challenges in care options for patients, carers and staff, using negotiation and counselling skills to achieve reconciliation and the best outcomes for patients.</li><li>3. Ensures effective communication with all members of the team. This is a challenge because of varying shift patterns across the 24 hour period.</li><li>4. Participates in regular meetings with colleagues,<ul style="list-style-type: none"><li>• Planning, managing and developing nursing services and improving patient care.</li><li>• Discussing Policy issues, amending, updating, implementing and evaluating them.</li><li>• Discussing and problem solving challenges in clinical care and team development.</li><li>• Analyse expenditure and discuss changes affecting ability to remain within budget.</li></ul></li><li>5. Participates in regular team meetings to continually develop the team, manage conflicting views, disseminate information, consult and listen to staff in order to effect change.</li><li>6. Ensures effective communication with other Critical Care Units throughout Scotland, maintaining good relationships.</li></ol>

<b>12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB</b>
<b>Physical</b> <ol style="list-style-type: none"><li>1. Continuous moving &amp; handling of patients – in bed, onto trolleys, from bed to chair, assist with walking using aids where appropriate, training to prevent repetitive strain injury.</li><li>2. Continuous checking of equipment attached to patients, i.e. E.T. tubes, ventilators, haemofiltration tubing, monitors, A-lines, CVP lines, chest drains, epidurals, infusion pumps, PCA pumps, catheters, drains, etc.</li><li>3. Risk assess area ensuring a safe working environment for all staff whilst being sensitive to patients psychological and environmental needs.</li><li>4. Fine motor skills and dexterity to take blood samples, secure E.T. tubes, remove pacing wires, insert venflons, set up haemofiltration, ventilators, IV lines and calibrate equipment.</li><li>5. Continuous need to walk during shift to provide patient care.</li></ol>

6. Continuous transferring of patients and belongings to/from other wards ensuring accurate documentation.
7. Exposure to unpleasant working conditions, contact with bodily fluids.

### **Mental**

1. Concentration, decision making and organisational skills to cope with competing demands (dynamic changes in patients condition, personnel issues with staff, sudden staff shortages, unpredictable emergency admissions – frequently).
2. Recognising patients urgent health care needs and making appropriate instant decisions to provide appropriate clinical management – frequently.
3. Dealing with the emotional effects of caring for critically ill patients and their families, ensuring adequate support for staff and self.
4. Ability to calculate drug dosages, Paediatric dosages, setting up syringe drivers to deliver dose safely, manipulating drug treatment, changing frequently ventilator settings, haemofiltration therapy settings while ensuring high standard of patient basic care.
5. Negotiation skills to co-ordinate complex packages of care with a wide range of people and agencies – daily.
6. Concentration to assess and provide patient care and manage the team with frequent interruptions either in person or by telephone on a continuous daily basis.
7. Particular challenges due to communicating with a large number of staff who work shifts to provide a 24 hour service – ensuring information is disseminated accurately to all staff and that they have the equitable opportunity to feedback/raise and discuss issues.
8. Ability to assemble, dismantle and troubleshoot machinery i.e. haemofilter, ventilator etc.
9. Supporting and supervising staff while maintaining care for patient in Charge Nurses care.

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

1. Registered General Nurse.
2. Professional knowledge and clinical expertise of Critical Care nursing through relevant degree or proven in depth knowledge and skills.
3. A minimum of 3 years post registration in ITU experience.
4. Evidence of ongoing professional advancements within the Critical Care specialties.

<b>14. JOB DESCRIPTION AGREEMENT</b>	
I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.	
Job Holder's Signature:	Date:
Manager's Signature:	Date: