

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME
JOB DESCRIPTION**

1. JOB IDENTIFICATION

Job Title:	Senior Staff Nurse/ Emergency Nurse Practitioner
Reports to:	Charge Nurse A&E Department
Department, Ward or Section:	Accident & Emergency Department
Directorate or Corporate Department:	North and West Operating Unit
Job Reference:	MDLOCHBELFEGCY02
No of Job Holders:	TBC
Date:	March 2005 (Updated February 2018)

2. JOB PURPOSE

- To work as a Senior Staff Nurse with its attendant management and leadership remit, and as an Emergency Nurse Practitioner able to treat own patients within given criteria.
- To work as a senior member of the A&E Nursing Team to provide care to patients attending the Accident & Emergency Department. To show consideration and understanding of the patient's condition and their personal circumstances.
- Assess, plan, implement and evaluate nursing care and to personally deliver high standards of clinical care. To provide examples of best practice for other staff and to promote effective patient care
- To support and work with the Charge Nurse to lead and develop the nursing team. In the absence of the Charge Nurse will always be responsible for the management of the A&E Department including supervision and deployment of staff to ensure that quality patient care is delivered at all times.

ENP Role:

- The Emergency Nurse Practitioner has responsibility for the total care of patients, whose presenting condition falls within a range agreed by the Department and covered by the postholder's NP training and competencies. To be responsible to assess, diagnose, treat and discharge these patients autonomously.

3. DIMENSIONS

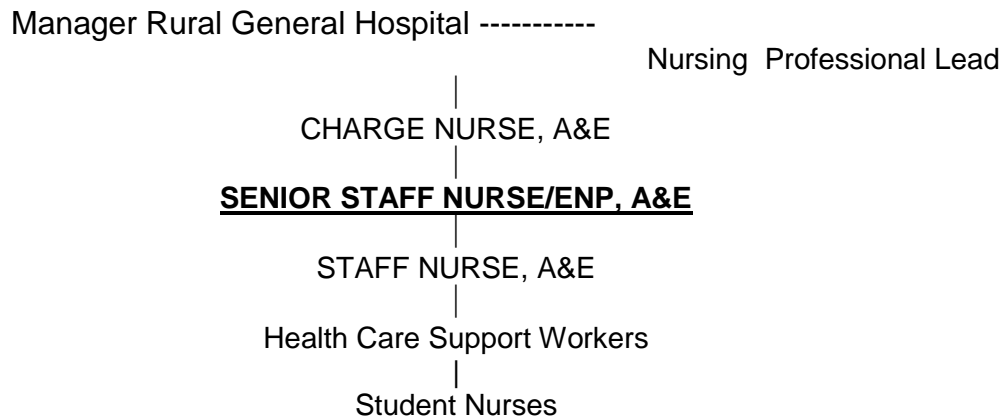
AS SENIOR STAFF NURSE:

- Nursing care and management of patients attending A&E:
 - This covers patients of all ages. Involves care of the adult or child.
 - Major trauma, major medical or surgical emergency.
 - Fractures, Burns, minor injuries, minor illnesses.
 - Mental Health problems, Social problems, Addiction problems.
- Postholder will usually work in a small team of 3 nurses in the day and 2 nurses at night.
 - Will be the senior nurse at night.
 - Will usually be the senior nurse on duty at weekends and is often the senior nurse on a day shift or part of a day shift.
 - Numbers of patients attending the dept. vary from 15-55 a day.
- Postholder will be expected to apply basic plaster and synthetic casts for Immobilisation of fractures - as prescribed by a doctor or under own direction - also participate in the Trauma Clinic, which involves removing and applying casts. There is no plaster technician in the hospital.
- Shift management and supervisory responsibility of department in the absence of Charge Nurse.
- Senior Staff Nurse will be based in Belford Hospital A&E Department but may be required for escort duties to transfer patients to specialist centres e.g. spinal injuries/head injuries to Glasgow (100 miles), paediatric transfers to Raigmore (70 miles) – this may be by ambulance or helicopter.
- Will be involved in management administrative tasks e.g. compilation of duty rotas with attention to competencies of individuals and skill mix to ensure continuous high standard of patient care, annual leave allocations, pay returns, Health and Safety checks, as well as general day to day administration- .such as record keeping, ordering, filing, clinic appointments, risk assessments etc.
- Will also be required to be Senior Nurse on duty for the hospital - on a rota basis - holding a pager to deal with issues, incidents and problems as required. This is mostly after 5pm until 8am and at Weekends and Public Holidays.
- Will be expected to be involved in audit of A&E services.
- Will be expected to assist in other wards/departments should the need arise and should the A&E Department workload allow.

ENP Role:

- Will assess, diagnose, treat and discharge certain patients whose presenting complaint falls within the competencies of the ENP.
- Will audit the ENP service provided by self and A&E Belford Hospital.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

- A&E Department provides 24-hour emergency services for Lochaber, with a resident population of c.20,000; with seasonal fluctuations increasing the figure to c.60,000.
- There is an average attendance of 10,000 new patients per year and approx. 2,000 return patients.
- The A&E Department deals with a broad range of medical and surgical emergencies, mountain trauma, road traffic accidents, paediatric emergencies, minor injuries, mental health emergencies, social emergencies, GP referrals.
- To provide a Trauma Clinic to follow up patients with fractures and/or soft tissue injuries.
- To ensure correct follow-up care is organised where required, which involves communication with the relevant health professionals e.g. GP, Health Visitor, District Nurse, Mental Health Team, Social Work Department and other hospitals.
- To resuscitate / stabilise seriously ill patients and prepare for transfer in optimum condition to specialist units e.g. spinal injury or head injury to Neurology Dept. Glasgow.
- To stabilise/resuscitate patients and give continuing intensive care until arrival of Emergency Medical Retrieval Service.
- Working with Out of Hours, Unscheduled Care Services and NHS 24 providing appropriate support, including premises use of, equipment and nursing help.
- Has a specific responsibility for Child Protection issues-acting within current Guidelines; sending copies of EDIS Forms to Health Visitors; liaising with relevant agencies where there are concerns e.g. Health Visitors, paediatric Dept. (Raigmore) Social work team, police etc. Staff have a responsibility to take action on any concerns.
- Has a key role in a Major Incident and Decontamination. Initiating the hospital Major Incident Plan; receiving, triaging, resuscitating casualties. Communications with all agencies involved e.g. Ambulance, Medical Incident Officer on site, Police etc.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

- To work as a member of the A&E Team to assess, plan, implement and evaluate nursing care and to personally deliver high standards of clinical care. To provide examples of best practice for other staff and to promote effective patient care.
- Always, in the absence of the Charge Nurse will be designated responsible for the management and leadership of the nursing team in the A&E department to ensure that quality patient care is delivered at all times.
- Involvement in setting, monitoring and evaluation of standards relating to performance, procedures and protocol to ensure effective individualised patient care, encouraging patient feedback.
- Liaise with A&E Charge Nurse & members of the multi-disciplinary team and other agencies confidentially, within and outwith the hospital to ensure effective patient care.
- In liaison with the A&E Charge Nurse manage the resources within the department: e.g. staffing – (includes organising staff cover when staff absent - often at short notice) drugs, stores and equipment, to ensure effective and efficient use of resources to meet patient needs.
- Deputise for Charge Nurse as required, within delegated limits, to provide continuity of management cover, includes attending meetings with other ward and department Leads and other service providers who interact with on A&E e.g. Ambulance Service.
- Will assume a level of responsibility for certain areas e.g. Major Incident Planning, Annual Leave allocations, monitoring of staff annual updates, facilitating training etc.
- Assist the A&E Charge Nurse with recruitment of staff including advertising, short listing, interviewing and selecting staff for Bands 2-5, aiming to maintain a high calibre of staff who work well in a team.
- Participate in strategic planning for the A&E department, in order to maintain and improve the standard of patient care and to develop services.
- Responsibility to keep up to date with new developments in clinical/professional issues by attending courses and study days to maintain and enhance skills. This may involve travel out with the area and overnight stays. Disseminating knowledge and skills learnt.
- Working with the Charge Nurse, promote staff development and training by encouraging evidence based practice, in-service training and study days. Also ensure staff are aware of new clinical and administrative guidelines issued by NHS Highland.
- Will participate in PDP& R system, both for own development and to develop and review junior staff.
- Involvement in training and orientation programmes for new staff and students and to provide mentorship to new colleagues, junior staff and student nurses.
- Postholder must adhere to NHS Highland and NMC policies and procedures e.g. Health and Safety, Medicines Management, Infection Control etc.

- Responsibility to understand the working of the Major Incident Plan and postholder's senior role in a Major Incident.
- Promote a safe working environment for staff and patients through NHS Highland Health & Safety Policy and actively participate in the administration and risk assessing involved.
- In the absence of the Charge Nurse ensure safe custody of prescribed medications and controlled drugs, checking and witnessing the administration of same in accordance with NHS Highland and NMC guidelines.
- Be available to provide appropriate support / discussion / advice for patients / relatives / carers / staff and colleagues.
- Responsibility to be conversant with National, NHS Highland and hospital Policies and Guidelines to ensure safe and high standards of care. To ensure junior staff are aware of same.
- Responsibility to participate in all mandatory training, e.g. fire lectures, ILS, PILS, [and](#) Infection Control.
- Responsible for reporting defects in equipment/ fabric of the building, loss of services e.g. loss of phone lines, power, etc.

ENP Role:

- To fully assess, diagnose, treat and discharge patients within ENP remit. To provide health education for patients.
- To initiate investigations within the agreed ENP guidelines - e.g. ordering x-rays.
- Education of colleagues as to role and responsibilities of the ENP.
- Supervision and development of ENPs in training.
- Audit and monitoring of ENP service delivered within the A&E Department.
- Responsibility to maintain and enhance ENP skills by further study and training.
- To develop links with other ENPs in other units for support and as a resource.

7a. EQUIPMENT AND MACHINERY

- The Staff Nurse will be expected to develop a safe working knowledge of all equipment used in the area however may not have daily clinical involvement. Will also be a resource for other staff to teach use of equipment.
- **Various intravenous Pumps, Syringe Drivers, Intravenous lines, Venflons, Butterfly devices, syringes and needles.** To administer I.V. fluids/drugs to patients safely.
- **Monitoring equipment for blood pressure, temperature, pulse oximetry, blood glucose, cardiac monitoring, ECG.**
- **Oxygen equipment, nebulisers**
- **Nasogastric tubes.**

- **Chest drains.**
- **Urinary catheters – suprapubic, urethral.**
- **Plaster saw.** To remove/trim casts

When caring for seriously ill patient: -

- **Arterial/central lines, fluid warmers, small ventilator, resuscitation equipment including defibrillator.**
- **Spinal boards, vacu-mats, cervical collars.** To immobilise patient with potential spinal injury
- **Bear hugger warming system.** Used in cases of hypothermia
- **Broselow paediatric system.** Assessment system for paediatric emergencies
- **Major Incident Equipment including Emergency Decontamination System.**

7b. SYSTEMS

- Computer – Intranet/Internet/Toxbase (link to poisons unit), Fax Machine – various uses including NHS 24 referrals
- Emergency Department Information System (EDIS), Patient Management System (PMS), Medical Records Tracking.
- Maintaining patient records – manually, Filing, retrieving Medical Records From basement storage or consultant /secretaries offices.
- Trauma Clinic administration – arranging appointments, booking transport etc.
- Ambulance Radio - to communicate patient condition and /or accident site details.
- Manual collation of statistics on request for various projects

8. ASSIGNMENT AND REVIEW OF WORK

- The Senior Staff Nurse will work with the Charge Nurse for guidance in personnel/staffing issues, professional management, work review and formal appraisal of performance.
- Works within statutes and guidelines of the Nursing & Midwifery Council, National, Highland and local agreed policies, protocols and procedures.
- The Charge Nurse will assign workload however; the Senior Staff Nurse will have responsibility for managing a defined workload within professional guidelines.

9. DECISIONS AND JUDGEMENTS

Own Decisions

- Is accountable for own safe practice.
- Assessment of patient condition and subsequent actions required.
- Regularly delegated responsibility for department and the nursing team in the absence of the Charge Nurse.
- Management of the clinical nursing care provided by self and junior staff.

- Participate in multi-disciplinary meetings.
- Participate in the formulation of department policies in conjunction with multi-disciplinary team.
- Develop teaching programmes for trained staff and students.
- Will need to make advanced and complex decisions in some situations e.g. multiple trauma, resuscitation, and acute medical situations.
- May, while deputising, have to deal with complicated personnel issues or critical incidents requiring immediate follow up.

ENP Role:

- Clinical decisions concerning appropriateness of treating patients from admission to discharge and when to refer to a doctor for further investigation.

Referred Decisions:

- Any clinical / managerial duties beyond postholders training and experience.
- Personnel, human resource issues which may involve the Occupational Health Department.
- Staff disciplinary matters, which cannot be resolved by the postholder.
- Resource decisions which go beyond devolved budgetary authority.
- Risk management decisions which cannot be resolved by the postholder.
- Complaints of a serious nature, which cannot be resolved by the postholder in line with the Complaints Procedure.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- On night duty the postholder will be the most senior nurse in the A&E Department (and usually the hospital) and will have to deal with any event e.g. major trauma, acutely ill medical/surgical patients, cardiac arrest and resuscitation with no senior nursing supervision. Will need to make advanced and complex decisions. Only 10 other staff in the building at night working in three other wards with only one junior doctor in the hospital. (Consultants on call outwith the building.)
- Acute paediatric emergency e.g. meningitis, DKA, acute asthma attack etc .Nearest paediatric facility is 70 miles away.
- Psychiatric emergency e.g. patients with bizarre and unpredictable behaviour – nearest mental health facility 70 miles away.
- Trying to ensure effective communication to all team members. Long and irregular shifts cause problems with direct staff contact.
- Balancing expectations of the public/patient with the human resources available.

ENP Role:

- Balancing the demands of the departmental nursing and management role with the autonomous role of the Emergency Nurse Practitioner.
- Balancing own workload in A&E, when holding hospital 'pager' and having to deal with hospital issues.

11. COMMUNICATIONS AND RELATIONSHIPS

- Communicates and listens to the patient, family/carers, to explain and involve them in their care and treatment, including discharge advice.
- Establishes and maintains professional relationships with nursing colleagues, medical colleagues and other members of the multidisciplinary health team to provide a co-ordinated service for patients.
- Communicates with support departments e.g. Estates, Supplies, Human Resources, Health & Safety.
- Required to liaise with Police, Mountain Rescue Service, Scottish Ambulance Service (including the Air Desk), Social Work Department, Health Visitors and Child Protection Officers, Mental Health Team.
- Liaise with other hospitals re: transferring patients.

ENP ROLE:

- Can refer patients directly to other agencies for further care e.g. Physiotherapists, District Nurses etc.

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

Physical Skills

- To be able to work with equipment as per 7a.
- Continuous checking of equipment attached to patients, e.g. monitors, IV fluids, IV pumps, catheters, drains, and syringe pumps, ECG machines.
- Fine motor skills and dexterity needed for example to take blood samples, administer injections, suture and clip removal, calibrate equipment and computer keyboard skills. Wound care e.g. removal of sutures, staples, dressings, steri-strips etc. Insertion of urinary catheters, naso-gastric tubes.
- To apply basic Plaster of Paris and synthetic casts for fractures.

Physical Demands

- Frequent moving and handling of patients – in bed, onto trolleys, from bed to chair, assist with walking etc.
- Frequent need to walk, stand and bend during shift to provide patient care, for an 11.5 hr shift.
- Transferring of patients and their belongings to wards for admission.
- Transferring and accompanying patients (with associated moving and handling) to other departments

such as C.T. scanner, X-ray.

- Transferring of patients from cars, mountain rescue stretchers, and patients on spinal boards.
- Pushing patients on trolleys or wheelchairs to the wards and/or departments. Porters often unavailable and not on duty between the hours of 10pm - 8am.
- Escorting sick patients to other hospitals and working in cramped conditions of ambulance or helicopter.
- Taking blood samples to the laboratory on the third floor in urgent cases (porters often unavailable as above).
- Cleaning of contaminated surfaces e.g. trolleys the floor, equipment, to ensure cleanliness, good hygiene and promote infection control.

Mental/Emotional

- Concentration, decision making and organisational skills to cope with competing demands (dynamic changes in patients condition, personnel issues with staff, sudden staff shortages)
- Dealing with stressful staff issues in the absence of the C/N.
- Recognising patients' urgent health care needs and making appropriate instant decisions to provide appropriate clinical management – frequently.
- Dealing with patients in severe pain, including children.
- Caring for parents/relatives of children who have died.
- Caring for patients and their families who may be distressed /anxious / worried.
- Dealing with family and relatives in unexpected/sudden bereavement.
- Dealing with Child Protection issues – neglect, abuse.
- Concentration required when checking documentation / patients notes and calculating drug dosages, whilst subject to frequent interruptions from patients / relatives / team members.
- Dealing with stressful situations involving patients with acute mental health presentation and the associated potential unpredictable behaviour. Regularly.
- Dealing with patients under the influence of alcohol/drugs and the associated potential unpredictable behaviour. Regularly.
- Lack of privacy to discuss patient and/or staff issues. At all times.

Environmental

- Daily exposure to body fluids, - vomit, faeces, disposal of bedpans / urinals / sputum, emptying of catheter bags.

- Exposure to verbal aggression from patient/relatives/friends (of patient).
- Exposure to physical violence from distressed/disturbed patient/relative/friends. Infrequently.
- Daily exposure to hospital environment e.g. unnatural light, dry conditions, noise, smell (phones, sluices etc), etc.
- Caring for patients in unkempt physical condition who need undressing and washing as part of their care.
- Dealing with wet and dirty clothing from patients after accidents during outdoor pursuit activities e.g. mountaineering, kayaking, mountain biking etc.
- Lack of space to work on patient records and necessary departmental administration.

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

- Registered General Nurse.
- Demonstrable length of recent experience in an A&E Department at Band 5 or above.
- Successful completion of ENP course / relevant successful completion of recognised degree level modules in Patient Assessment, Minor injuries, minor illness (or equivalent) including treatment and discharge and relevant discharge advice.
- Trauma Nursing Core Course/ALS/PALS would be an advantage or must be willing to train.
- Good communication and interpersonal skills.
- Displays managerial abilities and leadership potential- having attended a leadership course would be an advantage or willing to attend such a course.
- Motivated, energetic, can use initiative and have decision making skills.
- Evidence of continuing professional development.
- Experience of major trauma and acute medical emergencies on a regular basis.
- Ability to work well in a team.
- Must have intermediate life support skills - at- Immediate Life Support level.

14. JOB DESCRIPTION AGREEMENT

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:

This job description is not exhaustive and may change in line with developments within the A&E Department.