

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Senior Staff Nurse

Reports to (insert job title): Senior Charge Nurse

Department, Ward or Section: Coronary Care Unit (CCU)

CHP, Directorate or Corporate Department: Medical Directorate

Job Reference:

No of Job Holders: 2

Last Update (revised) August 2018

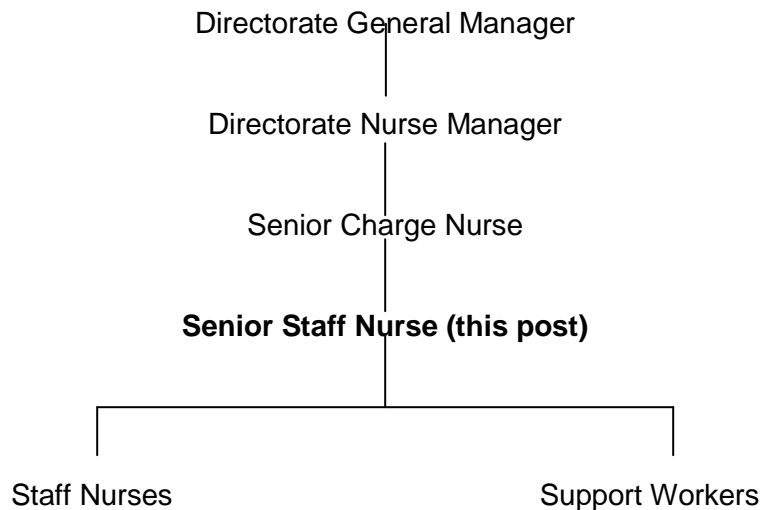
2. JOB PURPOSE

1. In conjunction with the Senior Charge Nurse, the Senior Staff Nurse leads, manages, develops and has responsibility for the CCU nursing team in order to deliver high standards of care with the appropriate skill using available resources effectively.
2. In the absence of the Senior Charge Nurse the post holder will have continuing responsibility for the management of a ward area including supervision and deployment of staff.
3. Provide occasional cross cover for other cardiac specialist nurse services such as chest pain assessment.
4. Plan and co-ordinate statutory, mandatory and specialist training for CCU staff.

3. DIMENSIONS

- Nursing care and management of 6 acute cardiac level 2 beds and remote monitoring of 6 additional patients within the Medical Unit.
- All emergency cardiac admissions for investigation / treatment / procedures.
- Emergency admissions – acute. Approximately 1000 patients per annum seen.
- 24/7 ECG pan Highland diagnostic service to facilitate autonomous 12-lead ECG interpretation and advise on optimal reperfusion strategy for heart attack victims for approx. 3500 patients per annum. (pre-hospital coronary thrombolysis or primary PCI)
- 24/7 cardiac telemetry monitoring to patients managed out with CCU (approx. 4000 patients per annum)
- Triage of approximately 500 patients per annum to the Rapid Access Chest Pain service.
- Patients transferred from and to the Cardiac Catheterization Lab.
- Patients transferred from and to other wards/departments
- Patients transferred from and to other hospitals, including facilitating out of hours emergency transfers.
- Terminal care of patients and support for relatives/carers.
- Infection control
- Deputise for Senior Charge Nurse for Value Management initiative in CCU and examination of resources and re-alignment to meet the needs of the service.
- Management and supervisory responsibility of approx 18 WTE Registered Nurses and 1 WTE Nursing Assistants, in conjunction with Senior Charge Nurse.
- Aware of staffing budget and how to roster to make best use of resources and maintain clinical safety within the budget.
- Ordering of supplies and awareness of supplies budget.
- Aware of Pharmacy budget. Attends relevant meetings to ensure cost effectiveness within ward / Directorate

4. ORGANISATIONAL POSITION – MEDICAL DIRECTORATE



5. ROLE OF DEPARTMENT

1. CCU is a 6 bedded level 2 department that accepts emergency only cardiac patients that require level 2 care direct from home, A & E, other hospital or care facilities and other wards/departments.
2. A 24/7 telemetry service is also available which enables remote cardiac monitoring to peripheral wards. Provides 24/7 cardiac rhythm observation to approx. 4000 patients per annum
3. A 24/7 ECG diagnostic service is available to GP's and SAS to facilitate optimal reperfusion therapy for acute coronary syndrome patients. Provides 24/7 Pan Highland service to >3500 patients per annum
4. To provide a high quality, safe and supportive environment in order to care for patients meeting their identified physical and psycho-social needs.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

CLINICAL

1. Works as a practitioner within the Statutes and Guidelines laid down by the Nursing and Midwifery Council and NHS Highland Policies and Procedures.
2. Is involved with the setting and maintaining of standards of care within the agreed guidelines of NHS Highland Policies and Procedures and to ensure adherence to, delivery of, a high quality service whilst developing clinical leadership.
3. Drives forward in conjunction with the Senior Charge Nurse, Senior Staff Nurses and multidisciplinary team implementing and auditing standards of clinical care to promote and apply evidence based practice and the attainment of health care governance requirements.
4. To set the highest standards of professional practice and clinical leadership.
5. Implements and audits standards of clinical care to promote and apply evidence based practice and the attainment of health care governance requirements.
6. Demonstrates highly developed clinical nursing knowledge and skills such as venepuncture, peripheral IV cannulation, ECG recording and advanced interpretation, urinary catheterisation,

preparing and giving IV drugs, midline insertion, Intra Aortic Counterpulsation Balloon pump operation, temporary emergency cardiac pacing etc. and acts as a clinical adviser and educator to the team members including junior doctors.

7. In the absence of the Senior Charge Nurse has responsibility for clinical nursing in the ward.
8. Assesses the health care needs of patients, involving families/carers, plans, implements and evaluates their care ensuring that the appropriate documentation is correctly maintained.
9. 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.
10. Assists the Senior Charge Nurse that there is a robust Discharge & Transfer Planning System in operation to ensure smooth transition of patient from hospital to community, other wards in this hospital and other hospitals.
11. Responsible for Health Promotion within the ward/department.
12. Recognises patient/ carer/ relatives and staff beliefs, values and cultures and acknowledges them.
13. With specialist knowledge and skills develops clinical teaching programmes, encouraging others to develop their skills ensuring all staff are competent to deliver high standards of care.
14. Development and delivery of specialist training programmes / competency frameworks for other nursing, medical and Paramedic staff.
15. Provide ad hoc cross cover for other cardiac specialist nurse services.
16. Review and implementation of Patient Group Directives (PGD's) specific to acute cardiology.
17. Initiate and when required sign off Immediate Discharge Letters (IDL)
18. Responsibility for planning and reviewing staff mandatory, statutory and specialist CPD in absence of designated Education Co-ordinator

MANAGERIAL

1. Develop and support initiatives which deliver enhanced levels of patient care and client satisfaction
2. Assists the Senior Charge Nurse in managing and driving 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 and influences consequent local service developments through participation in steering/working groups etc, Assists in development and implementation of new local guidelines.
4. Facilitates the work of nurses and others through knowledge, support and advice, ensuring standards of care are met, monitored and maintained.
5. Provides leadership and direction to ensure the team remain motivated. Through training needs analysis process, identifies the requirements for training to equip the nursing staff to give optimal care. Works with the Senior Charge Nurse to ensure that all staff have a Personal Development Plan which is actively reviewed regularly.
6. Assisting the Senior Charge Nurse, is responsible for good communication systems in the ward and 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 the Senior Charge Nurse ensures safe staffing levels are maintained on a daily basis to cope with activity and service levels within a set budget.
8. Assisting the Senior Charge Nurse, manages the staff and supplies budgets to give the most effective service available within agreed resources in consultation with Nurse Manager, General Manager and Head of Service.
9. Is responsible for ensuring that Health & safety policies and procedures are maintained and accurate and up to date records are kept e.g.
 - Regular Safety Inspections
 - Completion of Risk Assessments
 - Safety Management System

Moving & Handling/ Violence and Aggression Policies
 Control of Substances Hazardous to Health
 Mandatory training needs

To assist in promoting the Health & Safety of patients, visitors and staff within the ward area.

10. In conjunction with the Senior Charge Nurse is responsible for the recruitment of nursing staff.
11. Assists in implementing and managing PIN Guidelines/ Managing Attendance Policy
12. To actively develop and maintain a positive learning environment. Participating in teaching programmes for nursing, medical, allied health professionals, and patients/carers using resources available. Mentor to student nurses and A/Ns.
13. Works with the team to give a high standard of cleanliness throughout the ward. Promotes good standards of hygiene and in conjunction with the Control of Infection Team ensures infection rates are minimised.
14. Creates and environment for research based nursing practice, participating in and encouraging others to participate in ward clinical trials, audit and research to improve local practice.
15. Propose and implement changes to practice arising from audit / complaints within own clinical area.
16. In the absence of the Senior Charge Nurse, participates in the operational management within the Medical Directorate in co-operation with fellow Senior Nurses and Hospital Night Manager. Advise on bed states, staffing levels, redeployment of staff throughout the unit, offering clinical advice to less experienced staff whilst maintaining patient care and responsibility for own clinical area.
17. 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 medical nursing and nursing profession in general.
18. In conjunction with the Cardiac Rehabilitation Team and the Senior Charge Nurse, introduces and maintains appropriate and efficient systems of referral and review systems of documentation.
19. Mentor and sign off nursing students allocate to CCU.

7a. EQUIPMENT AND MACHINERY

Utilise technical clinical equipment, calibrating when required, checking for faults and ensuring regular maintenance. Is expected to have knowledge of all equipment used in the ward and will use equipment once provided with training, however may not have daily clinical involvement.

Being able to troubleshoot machinery

Equipment

Various Intravenous pumps

Syringe Drivers

Intravenous lines, peripheral venous cannulae,

Butterfly devices, syringes, needles

To deliver prescribed drugs/ fluids safely

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Monitoring equipment for –

Blood pressure, temperature, pulse, oxygen saturations, blood glucose

To measure and observe patients condition and act appropriately on changes in condition

Oxygen equipment – flowmeters, masks, humidification, nasal cannulae

To give correctly prescribed O2 concentration

Suction equipment

Nasogastric tubes/PEG tubes/feeding pumps

To drain gastric contents or to feed into stomach

Drains – Chest, paracentesis, Various devices	To drain fluid/air from various parts of the body
CPAP/NIV machines	To aid patients respiration/breathing
Urinary Catheters – suprapubic , urethral Bladder scanner	To drain urine To measure urine volume in bladder
Nebulisers, Pulmo-aid	To give respiratory therapy
Various hoists, slide sheets, “PAT” slide, turn table, slide board, blocks	To move patient safely)
Traction equipment	Safe movement of patients)
Wheelchairs)
Electric beds /profiling beds)
Furniture – various including beds, bedside lockers and chairs))
Various Pressure Relieving mattress	To prevent pressure sore
Resuscitation equipment including Defibrillator and temporary pacing machine Portable monitoring equipment	To resuscitate and administer shock following cardiac arrest. To ensure working order. To ensure safe working transfers
Ophthalmoscope/Auroscope	Examination of eyes/ears – ensuring working order
Intra aortic balloon counterpulsation (IABP) machine	To provide circulatory support to acute cardiac patients.
Arterial line monitoring	To monitor blood pressure continuously and blood sampling
ECG machine/cardiac monitor/telemetry	Recording heart rhythm
Haemodialysis equipment Peritoneal dialysis equipment	For dialysis in CRF
Doppler machine	To observe for arterial pulse
Glucometer	Monitor of patients blood glucose
Telemetry	To record and detect cardiac rhythm/abnormalities
Computers (Intranet, Internet, Word, Budgetscan) Printers	

Chute system	Transportation of items
Medical/nursing notes trolley	
Central venous monitoring	To monitor central Vein pressure and IV administration
Endotracheal tube and airway adjuncts	To maintain patient airway
Resuscitation Equipment	To ensure safe working order

7b. SYSTEMS

1. Maintains patient records in accordance to the NMC guidelines and NHS
2. Highland Standards
3. Ensures correct use of computerised systems i.e. Patient Administration System, Immediate Discharge Letter/Summary, Intranet for course booking, word, email etc
4. Completes and authorises accurate staff duty rotas and forwards to Pay Unit via SSTS. Reorganises rotas for sudden changes in cover requirements, sickness/absence, change in workload, training, etc.
5. Maintains Health & Safety Management System
6. Completion of Personal Development Plans and Training Needs Analysis
7. Develops, monitors and maintains ward communication systems and clinic communication systems
8. Assists Senior Charge Nurse in maintenance of accurate staff records relating to staff leave through Annual Leave, Sick Leave, Family friendly policies, training.
9. Assists the Senior Charge Nurse in completing all records in relation to PIN Guidelines.
10. In conjunction with the Senior Charge Nurse checks budget information relating to staff and supplies.
11. Produces, interprets, and acts upon relevant statistics such as trends in activity and discusses with Senior Charge Nurse.
12. Effective use of endowment monies, including discussion of use with Senior Charge Nurse and requesting/ obtaining same
13. Completes appropriate documentation relating to staff changes/ recruitment and forwards to appropriate department i.e.; HR department, pay unit or Nurse Manager.

8. ASSIGNMENT AND REVIEW OF WORK

1. In conjunction with Senior Charge Nurse continuing responsibility for the management of the ward.
2. Working within the statutes and guidelines of the Nursing & Midwifery Council, National, Highland and agreed local policies, protocols and procedures.
3. In conjunction with the Senior Charge Nurse, ensures that policies and procedures are initiated/revised, developed, implemented and reviewed regularly
4. Is expected to anticipate problems/needs and take steps to resolve them in the absence of Senior Charge Nurse or in conjunction with Senior Charge Nurse, involving appropriate colleagues such as Nurse Manager, General Manager, Accountant, Consultant, Specialist Nurse, Bed Manager, etc
5. Regularly discusses all aspects of Ward Management with the Senior Charge Nurse, attends and participates in speciality meetings, Staff Meetings, Head of Service meetings, Nurse Development

meetings

6. Support is available to and from all members of the multidisciplinary team as required.
7. The Senior Staff Nurse will be responsible to the Senior Charge Nurse for Clinical guidance and professional management, work review and formal appraisal of performance.
8. The post holder will delegate / allocate work to the nursing team.

9. DECISIONS AND JUDGEMENTS

1. Makes decisions on all aspects of ward management, 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, 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. Assesses patients condition to establish any change involving other members of the multidisciplinary team as required.
4. Recognises own limitations in the provision of clinical care and urgency of patients needs referring to other healthcare professionals accordingly
5. Through the Training Needs Analysis, identifies staff training requirements and ensures staff compliance.
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.
7. Buying equipment from ward funds for the ward and deciding with charge and team members how to spend endowments
8. Analysing and making decisions in relation to patient risk and care in complex cases.
9. Assessment of more complex patient condition and provision of advice to junior staff in clinical decision making.
10. Makes decisions and judgements on aspects of medical unit management when designated bleep holder in the absence of unit manager (see tasks and responsibilities) – approx 1 evening per 2 weeks and 1 weekend per 8 – 12 weeks.
11. Triage of chest pain patients through 24/7 ECG telemed system.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

1. Managing the service and nursing practice whilst responding to and satisfying the varying needs of the patients, relatives and staff.
2. Making advanced autonomous clinical decisions based on ECG diagnosis and instructing Paramedics to administer thrombolysis or divert to PPCI.
3. The ability to give good direct patient care to all patients prioritising and re-prioritising in the face of changing demands and existing resources
4. Shift Work – Day/ Night rotation
5. Maintaining up to date clinical skills and knowledge
6. Managing violent/ aggressive/ challenging behaviour within the acute medical area
7. Ensuring the effective flow of information to staff (some difficulty due to shift patterns)
8. Working within the clinic environment and ward environment within one shift and adapting to the differing areas and teams
9. In conjunction with the Senior Charge Nurse, managing clinical area and cardiac clinic nurse provision.
10. Dealing with abrupt deterioration in patients condition.

11. COMMUNICATIONS AND RELATIONSHIPS

1. Establishes and maintains professional relationships with nursing and medical colleagues, health care professionals, voluntary services to provide a planned, co-ordinated seamless service for patients
2. Establishes and maintains professional relationship with patients/ relatives/carers.
3. Identifies potential and existing challenges in care options for patients, carers and staff, using negotiation and counselling skills to achieve reconciliation and best outcome for patients
4. In the absence of the Senior Charge Nurse ensure that the Senior Staff Nurse role is visible and a known individual to all patients through daily contact and provides the opportunity to discuss care or raise issues and obtain feedback and monitor standards of care.
5. Assists the Senior Charge Nurse in ensuring effective communication with all members of the team.
6. Participates in regular meetings with colleagues for the purpose of –
 - Planning, managing and developing nursing services and improving patient care
 - Discussing Policy issues, amending, updating, implementing & evaluating them
 - Discussing and problem solving challenges in clinical care and team development
 - Analyse expenditure and discuss changes affecting ability to remain within budget
7. Assists the Senior Charge Nurse in holding regular team meetings to continually develop the team, manage conflicting views, disseminate information, consult and listen to staff in order to effect change.
8. Communicate with other departments i.e.; HR, estates, portering, laundry, catering, finance etc.
9. Communication may be face to face, by telephone, email or letter

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

PHYSICAL

1. Frequently, and on multiple occasions, moving and handling of patients – in bed, onto trolleys, from bed to chair, assist with walking etc. – multiple times per shift
2. Hand washing/cleansing between each patient
3. Washing and cleaning patients/bed bath/showering/assisting in bath with hoist equipment
4. Frequent, and on multiple occasions, checking of equipment attached to patients e.g. IV fluids, IV medications, IV pumps, catheters, drains, syringe pumps, ECG machines, etc. – multiple times per shift.
5. Risk assess ward area and be inventive in creating a safe working environment for all staff whilst being sensitive to patients needs throughout the shift.
6. Fine motor skills and dexterity to take blood samples, administer injections, suture and clip removal, drain removal, insert venflon devices to set up IV access, calibrate equipment and computer keyboard skills.
7. Frequent, and on multiple occasions, need to walk, stand and bend during shift to provide patient care – multiple times per shift
8. Frequently, and on multiple occasions, transferring of patients and belongings to and from other wards and departments.
9. Frequently, and on multiple occasions, assess the risk of violent/aggressive/challenging behaviour of patients and visitors, and deal with it appropriately.
10. Undertaking cardiopulmonary resuscitation

MENTAL/EMOTIONAL

1. Concentration, decision making and organisational skills to cope with competing demands (dynamic changes in patients condition, personnel issues with staff, sudden staff shortages)
2. Concentration, as nurse in charge, due to frequent interruptions and demands from telephone calls, staff and visitors throughout the shift
3. Recognising patients urgent health care needs and making appropriate instant decisions to provide appropriate clinical management – ongoing throughout the shift
4. Dealing with emotional effects of caring for patients and their families who may be distressed/anxious/worried including the effects on more junior staff.
5. Dealing with terminally ill patients and with relatives of the terminally ill.
6. Dealing with deceased patients and their relatives.
7. Dealing with the emotional effects on patient/ family and yourself and other staff when having to break bad news
8. Dealing with abrupt deterioration in patient condition and progression to cardiopulmonary arrest.
9. Negotiation skills to co-ordinate complex packages of care with a wide range of people and agencies daily.
10. Concentration required when checking documentation/patients note and calculating drug dosages, whilst subject to frequent interruptions from patients/relatives/team members
11. Teaching and supervising staff from all disciplines , patients and carers
12. Managing patients in long term confusional state
13. Managing patients admitted for alcohol detoxification within the acute medical environment
14. 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.

ENVIRONMENTAL

1. Exposure to bodily fluids, faeces, disposal of bed pans/urinals/sputum, emptying of catheter bags – several times in shift
2. Occasional exposure to infestations of fleas/ lice
3. Frequent exposure to verbal aggression/ violent behaviour and challenging behaviour
4. Constant exposure to hospital environment e.g. unnatural light, dry conditions, hot conditions, noise(phones, sluice, etc) throughout the shift
5. Frequent exposure to restricted working environment i.e. cramped shower areas, bathroom areas, toilet areas – several times per shift.

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

1. Registered Nurse
2. Professional knowledge and clinical expertise of nursing attained either relevant degree or proven in depth knowledge and skills of medical nursing.
3. A minimum of 3 years post registration experience including 2 years in acute cardiology.
4. Possess or work towards attainment of non medical prescribing.
5. Have completed or work towards Advanced Clinical Examination course.
6. Undertake in house CPD to provide cross cover for other cardiac specialist nurse services such as chest pain assessment.
7. Evidence of professional development
8. Time management skills.
9. Effective listening and interpersonal skills
10. The post holder will be required to demonstrate excellent team working skills with ability to work using own initiative.

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:

Manager's Signature:

Date:

Date: