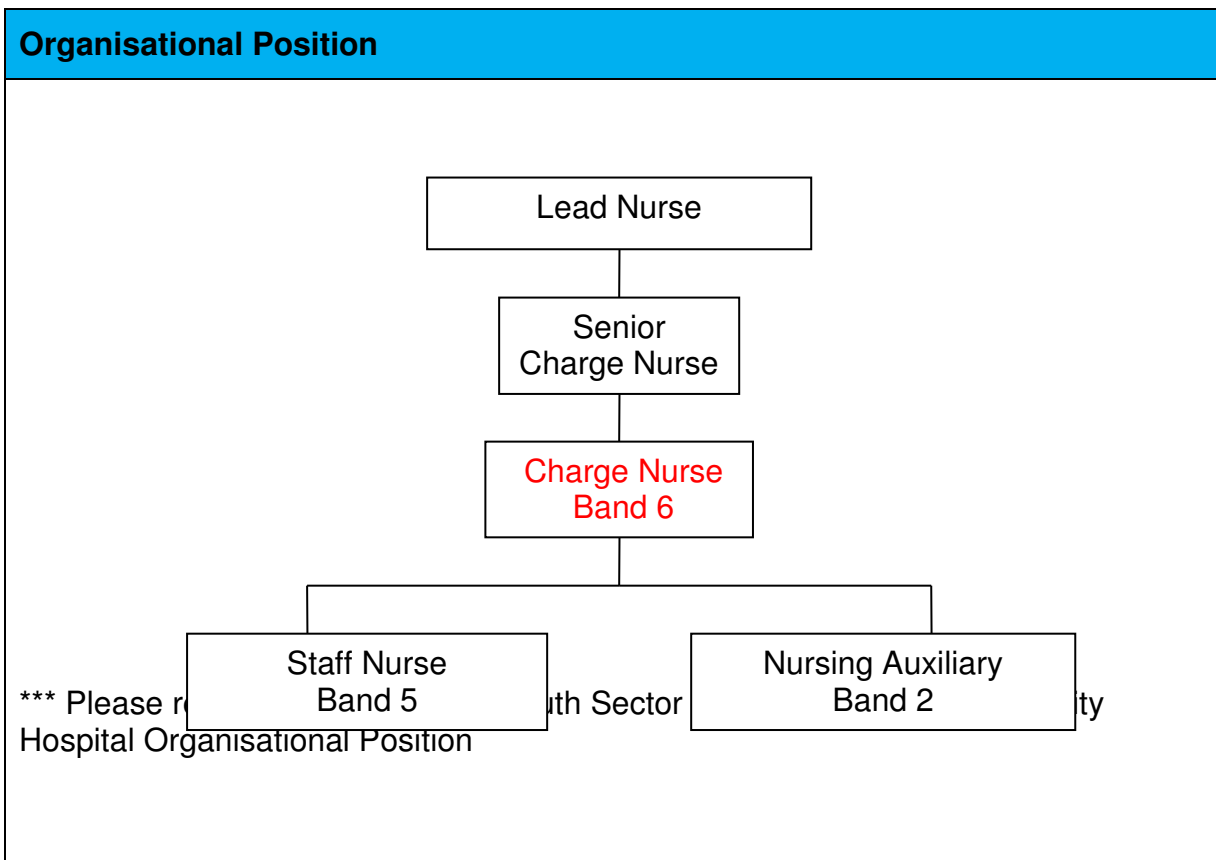


**JOB DESCRIPTION**

<b>Job Description</b>	
Job Title:	Charge Nurse – Critical Care
Grade :	Agenda for Change Band 6
Division:	Acute Services
Department:	Critical Care
Location:	NHS Greater Glasgow and Clyde

<b>Job Purpose</b>
<p>To work with and lead the Critical Care nursing team to ensure a high standard of care to a defined patient group. Competently perform the necessary technical/invasive/physical and emotional aspects of care required for level 2 and level 3 critically ill patients.</p> <p>Support and deputise for Senior Charge Nurse.</p>



## Scope and Range

- Lead in the setting, implementation and evaluation of standards of nursing practice.
- Assess and manage clinical nursing needs of a critically ill population.
- Provide clinical leadership to advise nursing staff and other members of the multidisciplinary team.
- Supervise qualified and unqualified staff.
- Regularly lead a team of nurses.
- Contribute to the monitoring and management of the ward/department budget.
- Responsible to the Senior Charge Nurse for clinical guidance, professional management work review and formal appraisal of performance.
- Participate in Unit/Hospital cover when required

## Main Duties and Responsibilities

### Clinical

- Provide clinical leadership for the assessment of patient needs implementation and evaluation of programmes of care which are evidence based. Utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others.
- Maintain patient records in line with NMC guidelines for records and record keeping.
- Acts as role model to others
- Participate and encourage project development and quality improvement.

### Professional:

- Practice within the legal & Ethical framework as established by Nursing Midwifery Council (NMC) and National Legislation to ensure patient interests and wellbeing are met.
- Work within the National Health Service (NHS), NHS Greater Glasgow and Health & Safety Executive (HSE) Legislation, Policy, Guidelines and Procedures.
- Empower patients to take responsibility for their health, well-being and future lifestyle by practising in an open transparent and inclusive manner, thereby ensuring patients have the relevant information to participate in decisions about their care.

### Education and Research/Audit:

- Provide an appropriate learning environment in line with NES Quality Placement Standards.
- Ensure completion of clinical appraisals for pre and post registration nurses.
- Demonstrate own professional development.

### **Main Duties and Responsibilities contd../**

- Identify research/clinical audit priorities in conjunction with relevant professional groups.

#### **Organisational/Managerial:**

- Organise own time and that of junior staff and learners.
- Ensures effective management of resources including stores supplies pharmacy and maintenance of equipment.
- Lead and develop the nurses in the team.
- In conjunction with the Senior Charge Nurse ensure that the nursing resource is utilised efficiently and effectively by managing duty roster/ sickness absence and the use of additional hours i.e. bank agency.
- Participate in the recruitment and selection process.
- Share personal objectives with staff and participate in the appraisal and setting of personal development plans of staff.
- Contribute to the wider corporate agenda.

### **Systems and Equipment**

- Must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.
- The post holder is responsible for inputting information into electronic patient record where applicable and also into patients written records. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records
- Demonstrate competency in the use of medical devices and all other equipment used in the critical care environment
- Ability to maximise the use of Information Technology to benefit personal development and patient care

### **Decisions and Judgements**

- Uses own initiative and acts independently within the bounds of existing knowledge and skills.
- Initiate and follow through appropriate procedures when a breach of policy occurs.
- Assist in the development of action plans to address any system failures.
- Has access to a supervisor on an ongoing process.
- Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner.
- Exercises the ability to challenge any interaction, which fails to deliver a quality service to external and internal customers.
- Performance is monitored on an ongoing basis and is appraised annually.

### **Communications and Working Relationships**

- Engage in effective communication with patients, relatives and visitors
- Effective verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical area.
- Provides support, empathy and reassurance in the delivery of patient care
- Contribute to a supportive environment in the interest of staff morale.
- Develop external professional networks which promotes both the profession and organisation.

### **Physical Demands of the Job**

- Moving and handling of patients from self-caring to total dependence.
- Moving and handling of ward equipment.
- Walks/ stands for most of the shift.
- Exposure to body fluids/therapeutic products

### **Most Challenging/Difficult Parts of the Job**

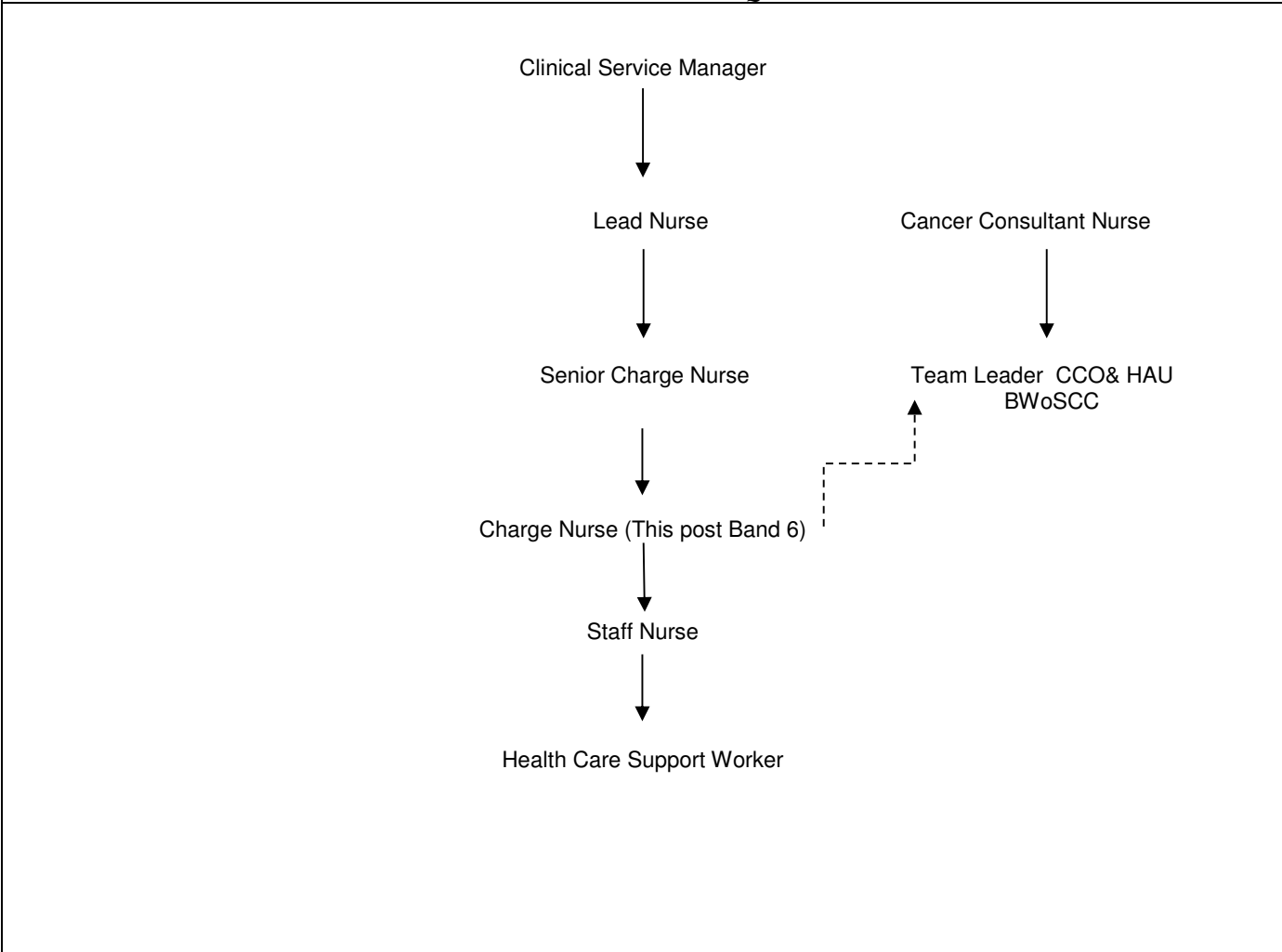
- Performing mentally challenging tasks whilst being constantly interrupted by outside influences such as other staff members, relatives and the phone.
- Achieving a balance between the demands of direct patient care within existing resources.
- Communicating and supporting distressed/anxious/worried relatives/patients/colleagues.
- Dealing with verbally abusive patients and members of the public.
- Leading, developing and motivating a team in a challenging clinical environment.
- Being responsible for informing and implementing unpopular policy.
- Working in an environment of frequent and unpredictable change.
- Balancing competing priorities within the Critical Care Service.

### **Knowledge, Training and Experience required to do the Job**

- First Level Registered Nurse with a minimum of 3 years post registration experience Acute/Critical Care experience.
- Appropriate post registration Critical Care qualification.
- Ability to demonstrate a commitment to QI methodology.
- Ability to fulfil criteria outlined in the job description.

# Appendix 1

**ORGANISATIONAL POSITION CRITICAL CARE SOUTH SECTOR –QUEEN ELIZABETH UNIVERSITY HOSPITAL**



## PERSON SPECIFICATION

**Job Title:** Charge Nurse Agenda for Change Band 6

**Department:** Critical Care

<b>Qualifications</b>	<b>Essential (√)</b>	<b>Desirable (√)</b>
1 <sup>st</sup> or 2 <sup>nd</sup> level Registered Nurse	X	
Post Registration experience in acute care environment	X	
Evidence of continuing professional development	X	
Module or certificate relevant to specialities	X	

<b>Experience</b>	<b>Essential (√)</b>	<b>Desirable (√)</b>
Minimum 3 years experience	X	
Minimum 3 year experience within critical care nursing	X	
Ability to initiate nursing care plan	X	
Ability to manage complex needs of the critical care patient	x	
Evidence of theoretical development in critical care	X	

<b>Behavioural competencies</b>	<b>Essential (√)</b>	<b>Desirable (√)</b>
Excellent interpersonal skills	X	
Flexibility to work rotational shift pattern	X	
Ability to work well within multidisciplinary team	x	
Demonstrates a desire to work within the speciality	X	
Ability to use initiative and problem solve	X	
Ability to remain calm in stressful situations	X	

<b>Other</b>	<b>Essential (√)</b>	<b>Desirable (√)</b>
IV Drug administration	X	
Good Health and Attendance record	X	
Valid Immediate Life Support or Advanced Life Support Certificate	X	
Commitment to continuous professional development	X	

Computer Literacy		
Evidence of contributing towards quality improvement	X	