



JOB DESCRIPTION

1 JOB DETAILS

Job Title:	Charge Nurse
Responsible to:	Clinical Services Manager
Department & Base:	Endoscopy Unit
Date this JD written / updated	Sept 2021
Job Reference Number:	071372

2 JOB PURPOSE

In support of the Senior Charge Nurse provide clinical leadership and effectively manage all resources allocated to their area.

Has day to day responsibility for the assessment of care needs, the development, implementation and evaluation of programmes of care, and the setting of standards of care

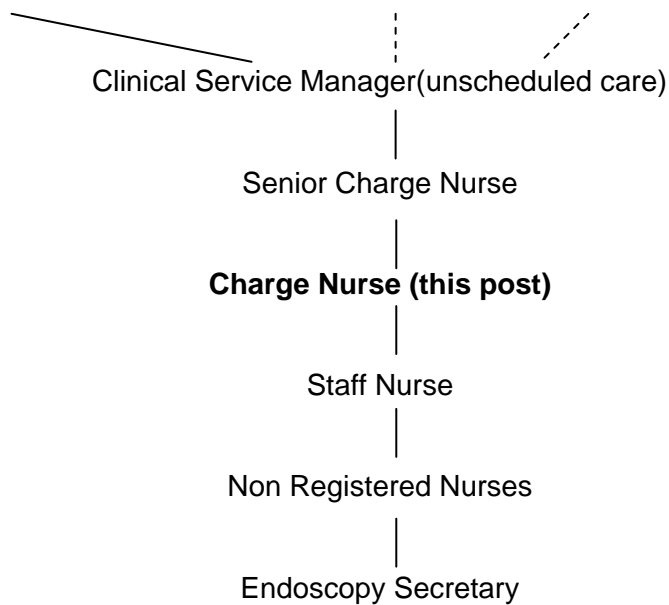
Has day to day responsibility for supervising the Local Decontamination Unit

Provides leadership and management of the unit, including the deployment and supervision of staff and where the teaching of students and / or extensive nursing intervention is required.

Has delegated continuing responsibility for the ward during the Senior Charge Nurse leave.

3 ORGANISATIONAL POSITION

General Manager / Associate Director of Nursing / Lead Nurse Acute Services



The post holder has line management responsibility for all staff below Charge Nurse level.

4 SCOPE AND RANGE

The post is for the endoscopy Unit, which provides the following investigative lists each week, for inpatients, day cases and outpatients.

Upper GI Endoscopy

Colonoscopy

ERCP

Cystoscopy

Bronchoscopy

The post holder will support the Senior Charge Nurse in leading and developing the nursing establishment.

The post holder will support the Senior Charge Nurse in the management of the budget allocation.

The post holder may be required to work in any other ward or department within NHS Borders.

5 MAIN DUTIES / RESPONSIBILITIES

Clinical

Working as a co-operative member of the multidisciplinary team assess nursing needs, develop, implement and evaluate nursing care to meet those needs without direct supervision.

Ensuring effective communication and maintenance of accurate records maintaining absolute patient confidentiality.

Ensure that nursing procedures are carried out in accordance with NHS Borders protocols, guidelines and these procedures are evidence based.

Safe administration, storage and ordering of drugs.

Develop your scope of professional practice as a registered nurses to undertake procedures such as venepuncture, cannulation, IV Drug therapy.

Responsible for reinforcing HEI agenda, promoting the requirement for the department to be kept clean and well maintained

Educational

Advise on the promotion of health and prevention of illness to assist patients, carers and other professionals maintain a healthy life style and prevent further illness.

Develop and implement appropriate educational programmes for pre and post registered and non-registered staff ensuring mandatory and statutory training needs are met in partnership with Higher Education and the organisational training and development department. This will include the implementation of orientation and induction programmes.

As a recognised assessor and mentor for GIN training programme, promote and facilitate the implementation of Endoscopy specific competencies

Management

Maintain equipment and supplies level ensuring that faults are reported.

Manage Local Decontamination Unit and ensure that staff involved in decontamination are trained and supervised according to national guidelines

Ensure that appropriate skill mix is deployed to meet the needs of the patients and the delivery of safe and effective care.

Attend relevant meetings as designated by the Endoscopy Specialist nurse, clinical service manager and manage the unit as required.

Professional

Support the Senior Charge Nurse in all aspects of personnel management for the staff allocated to the ward in line with the NHS Borders Personnel Manual.

Be innovative and proactive in developing and designing patient focused services ensuring patient and public involvement in the process while promoting clinical audit and research to ensure that clinical practice is evidence based.

Adhere at all times to the Nursing and Midwifery Code of Practice and Guidelines.

Adhere at all times to NHS Borders Policies.

6 SYSTEMS AND EQUIPMENT

Full range of flexible endoscopes
Full range of endoscope reprocessors and associated IT
Unisoft endoscopy reporting package
Steris washer/disinfectors
Wassenburg HEPA cabinets
Scope tracking packages
Blood Glucose Meters
Intravenous infusion devices
Syringe drivers
Dynamap
Oxygen Therapy
Entonox
Suction
Resuscitation equipment
Defibrillator
Moving and handling equipment e.g. hoists
Profile beds
Pressure relieving mattresses
Height, weight and BMI scales
Tympanic thermometers

IT skills for

- Trakcare
- Unisoft
- Laboratory results
- Radiological results
- Scope traceability package
- Outlook
- Internet
- Intranet
- e-learning
- SGIS – staff governance system
- SSTS
- Datix
- GIN competence matrix

Information systems

Maintain individual patient case records
Completion of staff records such as sick returns

7 DECISIONS AND JUDGEMENTS

The post holder will be expected to make clinical and managerial decisions on all aspects of the management of the unit and Local Decontamination Unit, ensuring the smooth and efficient delivery of service for the area in which they have responsibility, acting independently and using their own initiative.

Decision making in relation to deployment of appropriate skill mix.

Have the ability to recognise situations where you require assistance and the need to seek support from Clinical Services Manager, General Manager or Senior Nurse on for the hospital, example of situations may be poor attendance, bed shortage, staffing issues.

Recognise your own ability and limitations and identify these to your line manager, i.e. knowledge and skills required for changes in clinical practice new treatments or procedures

Support and guidance is available on the premises from the Senior Charge Nurse through daily informal contact, hospital bleep system and monthly meetings.

8 COMMUNICATION AND RELATIONSHIPS

Network with Primary, Secondary and Tertiary services and specialist professional groups nationally.

In depth knowledge of GI procedures to obtain informed, nurse-led consent

Actively listen and seek patients, public opinions on all aspects of nursing care. Maintain patient confidentiality at all times.

Promote good relationships with patients, public and all staff in and out of your ward or department either verbally and or in writing.

Actively listen and seek patients, public opinions on all aspect of nursing services.

Communicate verbally and in writing with:

NHS Staff and departments in the BGH

NHS Staff in Mental Health, Community Hospitals and Primary Care Teams.

Communicate with other Agencies and Organisations as appropriate i.e. Social Work, Voluntary Organisations, Police.

Motivation of staff and negotiation with junior, peer and senior staff groups within the organisation.

Emotional demands of caring for ill and dying patients and their families / carers.

Management of emotional outcomes for patients and staff following a violent or aggressive situation in the ward.

Be able to communicate verbally and in writing to deliver informal and formal teaching programmes

Report complaints, clinical, non-clinical incidents and completed risk assessments verbally or in writing.

9 PHYSICAL DEMANDS OF THE JOB

The post holder will be continually mobile for the majority of the shift.

Assisting with moving and transporting of patients while ensuring all moving and handling guidelines are adhered to.

Moving beds/furniture/equipment as required.

Moving and handling items such as case notes/linen.

Be able to respond speedily and accurately to emergency or unplanned situations.

Potential control and restraint of physically aggressive patients.

10 MOST CHALLENGING / DIFFICULT PARTS OF THE JOB

Prioritising and meeting competing demands from patients, relatives and members of the health professional groups and balancing clinical requirement with the management role.

Responsibility for Local Decontamination Unit

Maintaining and developing the advanced level of clinical, leadership and management skills and knowledge for the developments within the multidisciplinary team

Clinical decision making in the appropriateness of the continuing or withdrawing active interventions for patients and managing the relatives and staff expectations in these situations.

Ability to respond rapidly to local priorities while maintaining staff morale.

Supporting and managing individual staff professional and personal crises and managing conflict.

This job description is not definitive and may be subject to future amendments following negotiation and consultation.

PERSON SPECIFICATION

For the post of Charge Nurse Band 6 – Endoscopy Unit

Below are the essential and desirable knowledge, training (including qualifications) and experience required to do this job.

ESSENTIAL

- 1 First Level Registration / Diploma or degree in nursing studies.
- 2 5 years post registration in relevant clinical area
- 3 Person is effective communicator, negotiation skills
- 4 In depth knowledge of flexible endoscope systems
- 5 In depth knowledge of decontamination, legislative drivers, protocols and compliance requirements
- 6 In depth knowledge of endoscopy accreditation system (JAG) and active participation in this
- 7 Time management skills
- 8 Presentation skills, report writing skills
- 9 Leadership ability, ability to work across professional and organisational groups
- 10 IT skills.
- 11 IV / IM administration of drugs, cannulation
- 12 Positive proactive outlook, flexible and innovative, organised and thorough
- 13 Diplomatic, persuasive, self motivated
- 14 Collaborative approach to multidisciplinary teamwork
- 15 Evidence of teaching and ability to undertake research.
- 16 Evidence of Continued Professional Development.
- 17 Ability to understand the application of Clinical Governance and actively participate in endoscopy audit package

DESIRABLE

- 1 Leadership or management qualification
- 2 Excellent problem solving skills
- 3 Management, Recruitment selection, Risk assessment
- 4 Coping mechanisms for dealing with complex and stressful situations
- 5 Resilient, Sense of Humour, Practical

