

AGENDA FOR CHANGE NHS JOB EVALUATION SCHEME



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Senior Staff Nurse / Clinical Educator

Reports to: Ward manager/Senior Charge Nurse,

Department, Ward or Section: Paediatrics HDU

CHP, Directorate or Corporate Department: Medical & diagnostic Division

Job Reference: **SSMEDDRAIGPAED01**

No of Job Holders: 1

Last Update : New Post Feb 2011

2. JOB PURPOSE

The post holder will lead on clinical education to support High Dependency Patients.

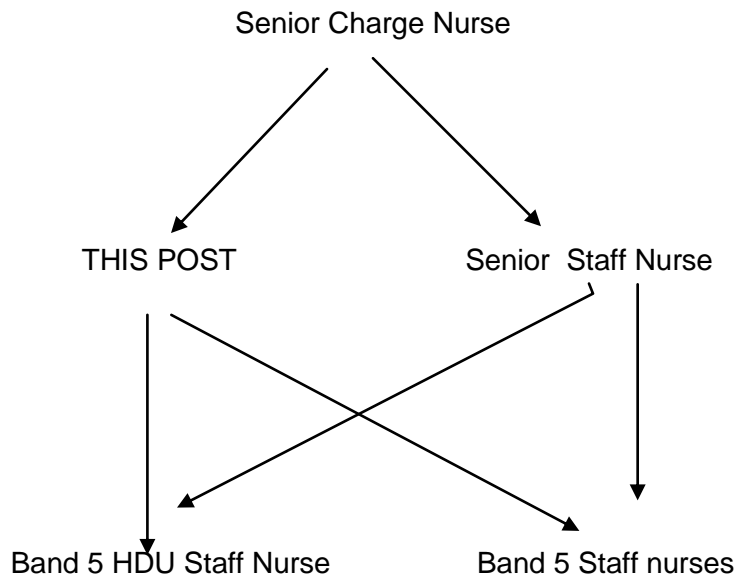
In conjunction with the Senior Charge Nurse they will link with other Regional Paediatric HDU nurses to form a link group.

- Ensure safe and effective clinical practice through Education
- Work clinically to support junior staff and students
- Manage and develop an education programme for staff in discussion with the Senior Charge Nurse
- Contribute to the delivery of organisations objectives
- Undertake local audit
- Liaise/communicate with Accident and Emergency staff to support High Dependency Paediatric patients through the A&E process
- Devise policies and care plans to support safe and efficient care within the HDU environment
- Have a good understanding of Clinical Governance
- To work autonomously within the context of the multi-disciplinary team to ensure family centred evidence based care is delivered
- Motivate staff to provide high standards of care by acting as a role model

3. DIMENSIONS

- The post holder will develop and implement clinical teaching within HDU
- They will support the orientation of new staff to the unit and will work with supervisor/mentor as necessary
- The post holder will work clinically within the HDU to support junior staff and patients as required
- The post holder will report to the Senior Charge Nurse and may at times need to deputise in the absence of Both the Band 7 and ward Band 6
- There is a requirement to link with other paediatric links within HDU role towards standardising care across HDU

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT / SERVICE

The childrens department offers a 4 bedded HDU as part of its 30 bed inpatient facility. It covers all specialities including General surgery, medicine, mental health, ENT, ophthalmology and orthopaedics. Within the HDU aspect the post holder has a responsibility to provide the following service:

To be an active member of the Regional Paediatric link group across Scotland

In partnership with the Senior Charge Nurse provide a clear education and development programme for all staff

Provide a high quality, safe and supportive environment for students and junior staff enhancing their learning experience

With support from the Senior Charge nurse promote, support, implement and evaluate innovations within High Dependency Care

Develop and deliver education whilst working clinically with junior staff

Create an environment in which effective learning can take place

Co-ordinate the involvement of the multi-disciplinary team within education

In discussion with the Senior Charge Nurse develop audit tools and review results to support continual service improvement.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

PROFESSIONAL:

- Practice at all times within the NMC code of Professional conduct
- Develop the role of Clinical Educator for HDU using evidence based practice and continuously improve own knowledge
- Undertake clinical evidence based practice in accordance with national guidelines and standards
- Act as a role model to junior staff and students
- Maintain up-to-date clinical skills and knowledge for delivering care to this identified group of patients

LEADERSHIP and MANAGEMENT:

- Responsible to the Senior Charge Nurse for operational and professional management and formal appraisal and review
- Lead and support relevant staff nurses within the High Dependency Unit
- Contribute to initiatives across Scotland, development, implementation and maintenance of policies, procedures, standards and protocols within the HDU service
- The post holder is not responsible for managing the budget but needs to be aware of resources available
- Ensure the equipment is maintained
- In the absence of the Senior Charge nurse and Senior Staff Nurse assume responsibility for the management of daily operational responsibilities within the ward setting including work allocation and supervision of staff to ensure the smooth running of the ward

CLINICAL:

- Ensure individualised care plans are in place for all patients
- Work within and monitor standards of care within the defined standards and protocols of the HDU to ensure the delivery of a high quality service
- In support of the Senior Charge Nurse ensure that all nursing staff are aware of, and work within relevant standards and protocols to achieve safe working practice
- In liaison with the Senior Charge Nurse devise teaching and competency frameworks and packages related to HDU care
- Develop policy and procedures within the HDU setting and ensure they are implemented
- Where relevant be involved in research programmes within the clinical area and implement and disseminate findings
- Act as a resource and clinical educator to ensure care delivered to the child is appropriate, optimum and evidence based

- Act as a resource and educator and mentor for nursing staff
- Undertake teaching of registered and non-registered staff, including post and pre registered students

CLINICAL GOVERNANCE:

- Initiate own audit and research programmes relating to nursing within HDU
- With support from the Senior Charge Nurse be responsible for ensuring systems are in place that maintains patient confidentiality
- Ensures documentation complies with NMC standards

7a. EQUIPMENT AND MACHINERY

The post holder is expected to have the knowledge and skills necessary to use all equipment safely in the area and share this information with all levels of staff

Some of this equipment is specialised eg. CPAP machines, PCA pumps, Cardiac monitors, Epidural Pumps and it is expected that the post holder will be suitably experienced that they have a working knowledge of the equipment

<u>Equipment</u>	<u>Use</u>
Tunnelled central lines	Provide central venous access for IV drugs
Totally Implantable Venous Access Devices	Provide permanent central venous access for IV drug administration
Peripherally inserted Central Catheter	Provide temporary central venous
Peripheral Cannula needles & sundries	Provide temporary peripheral venous access Syringes,
Butterfly devices/vacu-tainers	Collection of blood samples
Cardiac Monitor	To monitor ECG traces
Syringe drivers/SC devices	Subcutaneous drug administration
Thermometer	Temperature monitoring
Pulse oximeter	To measure & monitor oxygen saturation
Stethoscope	Chest auscultation
Phototherapy Lights	To provide phototherapy to newborns
Nebulisers & Compressors	To deliver drugs to the resp system
Blood Gas syringes/capillary tubes	To monitor gas analysis
Anaphylaxis kit	Management of anaphylaxis
Nasogastric tubes, feeding sets & pump	To feed directly to the stomach (temporary)
Jeujstomy tubes,Gastrostomy buttons/tubes, feeding sets & pump	Enteral feeding (may be temp or permanent)

Oxygen delivery equipment (nasal cannulae, masks Flow meters, conservers, cylinders, concentrators)	Delivery of supplemental oxygen
Suction machines	Maintain clear airways from secretions
Computer, printer	Internet, Intranet, Word, e mail, Communication
Safe moving and handling of equipment wheelchairs, hoists	Ensure safe moving and handling practice beds,
Pneumatic Tube system	For delivering (& receiving) articles to and from other departments

- 7b. SYSTEMS**
- Maintain patient records in accordance with NMC and NHS Highland standards and guidelines.
 - Comply with the requirements of the Data Protection Act at all levels of practice.
 - Responsible for attending mandatory training courses –fire safety, resuscitation, risk assessment, moving and handling, violence and aggression, child protection

- 8. ASSIGNMENT AND REVIEW OF WORK**
- The post is largely self directed and generated in response to both the child's needs and in response to the needs of the Senior Charge Nurse and the learning environment – The outcome of this will benefit the quality of the service to the child
 - Work is generated depending on in-patient activity, skill mix and student numbers
 - The work is reviewed in conjunction with the Senior Charge Nurse in order to meet service need
 - Workload will generally be self-directed under the leadership of the Senior Charge Nurse
 - The post holder will act on behalf of the charge nurse, when required and be accountable in periods of absence
 - The post holder will have a professional Personal Development Plan reviewed annually under the management of the Senior Charge Nurse

- 9. DECISIONS AND JUDGEMENTS**
- Provide clinical and professional advice to members of the team
 - Analyse and assess patient condition establishing continual care planning making decisions support, advice and empower other junior members of the team
 - In the absence of the Senior Charge Nurse make decisions about the use of the resource inclusive of staff
 - Assess any changes to patient condition and ensure appropriate action is taken

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Unpredictability of patient activity and demands – provide clinical cover when required
- Anticipate workload as able, taking into consideration elective and unplanned emergencies
- Working as an autonomous practitioner requires high levels of concentration
- Continual development and promotion of the service
- Achieving the balance between the demands of direct patient care and existing resources to improve service within a dynamic environment
- Implementing change effectively
- Time management
- Be able to function in the role of clinical nurse, educator and regional link for HD care.
- Leading and motivating nurses

11. COMMUNICATIONS AND RELATIONSHIPS

- Communicate with the child, parent and carers on the delivery of patient care on a regular basis
- Communicate with other members of the MDT, medical staff, play specialists etc
- Communicate with professionals out with the immediate MDT and NHS highland; such as, Child protection officers, social work, school teachers, eetc
- Liaise with the Senior Charge Nurse on service needs and requirements

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

- Administer intravenous and sub-cutaneous injections
- Application of topical local anaesthetic
- Insertion of cannula and venepuncture
- Teaching
- Advanced maintenance of patients airway (ambu-bagging and CPAP maintenance)
- Setting of syringe drivers/pumps and infusion device
- Standing/walking for the majority of the shifts
- Patient moving, sometimes with the use of hoists and mechanical aids
- Manoeuvre trolleys, equipment etc
- Concentration required due to the nature of the role
- Decision making when reviewing a student or junior nurse
- Demonstrate effective leadership qualities
- Work within health and safety policies
- Responsible for organising and prioritising own work and caseload with supervision from senior team members.
- Be confident in a crisis.
- Assist with co-ordination of access to Intensive Care services for patients, carers and others as appropriate.
- Responsible for collecting specimens –sputum, cough swabs, venous and capillary bloods, wound swabs, urine specimen, sweat.
- Need to interpret and act on results from the laboratories within the boundaries of clinical competency seeking advice when appropriate.

- Adhere to human resources policies and procedures
- Have fine motor dexterity and be skilled in accessing central venous access devices, venepuncture, passing nasogastric tubes, changing gastrostomy buttons and other clinical skills as needed.
- Be computer literate – keyboard, email, database, spreadsheet, internet skills
- Concentration skills and flexibility to deal with a dynamic caseload with competing demands while suffering frequent interruptions from various sources either by telephone or in person.
- Emotional effort of working with patients with High dependency needs
- Provide support for patients, families, schools, carers, junior staff and multi-disciplinary team coping with the same.
- Skill in calculating drug dosages

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

- Registered Sick Children’s Nurse with an ability to demonstrate post-registration professional practice within key areas for this post
- Nursing Degree, or study demonstrating further education in continual professional development
- Evidence and experience of providing education and training
- Evidence of ongoing professional development
- Effective listening and inter-personal skills
- Time management skills and ability to prioritise own workload
- Demonstration of excellent team working skills
- Evidence of effective problem solving skills
- IT management skills
- Expert clinical skills in practice

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: