

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title: **Ward Manager/Charge Nurse**

Responsible to: Clinical Nurse Manager

Department(s): St Johns Hospital, ITU/HDU

Directorate: Critical Care

Operating Division: LUHD - Medical Services

Job Reference: 081875

No of Job Holders: 1

### 2. JOB PURPOSE

The post holder has the sole professional and managerial responsibility for the nursing service, on a 24-hour basis within ITU/HDU, St Johns, for both clinical and staff governance issues.

Ensure the highest standard of personalised nursing care is delivered to patients and their families in partnership with all members of the multi disciplinary team.

Has sole responsibility for supervision of the assessment of care needs and the delivery and maintenance of optimal care outcomes.

The individual is expected to motivate staff to provide high standards of care by acting as a role model.

To support the Clinical Nurse Manager and deputise in his/her absence.

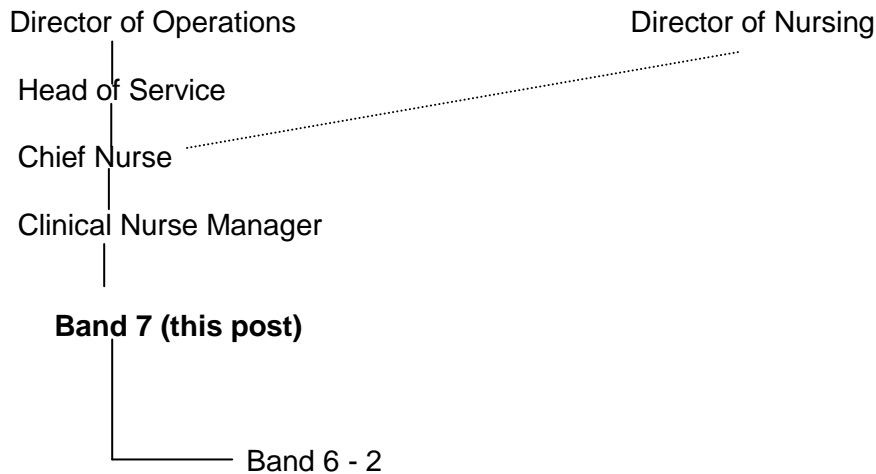
### 3. DIMENSIONS

The post holder has sole management responsibility for 7 beds in a general ICU/HDU clinical ward area. The ward also covers the ENT, Maxillo Facial, Plastic Surgery and Burns specialities. The patient group consists of adults requiring intensive and high dependency care. Other key staff in which the post holder will interact with includes: Medical/ Therapists/Finance/Procurement/Support Services/Education Facilitators/ Health and Safety and Risk Management.

The Post Holder has sole responsibility for the workforce establishment of 30 WTE within the clinical setting and works within an allocated annual budget of £4 million.

The Lothian University Hospitals Division delivers services within the environment of a University Teaching hospital setting.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The Directorate of Critical Care provides adult General ICU and HDU on the Royal Infirmary of Edinburgh and ICU, Level 2 HDU, Level 1 Surgical HDU and a Community Service at Western General Sites

The regional burns and plastics centre, ENT and Maxillofacial Specialities are based on the St Johns Hospital site as well as a provision for general adult ITU, Level 2 HDU and Level 1 medical and surgical specialities.

The services on all 3 sites are consultant led. A highly skilled multiprofessional team delivers quality care.

The national contract for Liver Transplantation and Thoraco-Abdominal Aortic Aneurysm surgery is based on that RIE site, however this site also admits patients from all other specialities.

The major upper GI surgery service for Lothians is based in the RIE.  
The colorectal surgery service for Lothians is based on the WGH site

The WGH has, as its main ICU speciality, neurosciences, however admits from all other specialty and general area.

## **6. KEY RESULT AREAS**

### **Professional**

Practice at all times within the Nursing and Midwifery Council Code of Professional Conduct

Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

### **Managerial**

Has the sole leadership and management responsibility for the nursing staff within the ward area ensuring that patient needs are assessed, care planned, implemented and evaluated, and that there is consultation and involvement of patient/carers.

Has responsibility with the assistance of a team of Deputy Charge Nurses for directing the multidisciplinary team, to the development, implementation and maintenance of policies, procedures, standards and protocols of the Ward, Directorate and Division to ensure adherence to, and delivery of the highest possible level of patient care within available resources at all times.

Ensure that all nursing staff are aware of, and work within, local, directorate and Division policies and procedures to ensure that safe working practices are maintained for both patients and staff.

Has responsibility for directing the development, implementation and monitoring of ward induction, recruitment, appraisal and performance management.

Negotiate with management, nursing staff establishment and skill mix in a manner, which maintains partnership working and is completed within allocated timescales.

Ensure patients property and valuables that are received by the ward for safekeeping are secured and processed as division policy.

Share with a team of Deputy Charge Nurses, the management of the day-to-day workforce and future staff rostering to ensure that appropriate skill mix, competencies and service is delivered within the financial resources available ensuring clinical governance standards are maintained.

Has the sole responsibility for the control and monitoring of the ward budget ensuring provision of high quality and cost effective service.

Demonstrate the importance of resolving complaints timeously and effectively through investigating and responding at local level and escalate as appropriate.

Share the responsibility for clinical and staff governance.

Deputise for the Clinical Nurse Manager as required in their absence ensuring effective operational management of the directorate.

### **Clinical**

Share with a team of Deputy Charge Nurses, the responsibility for ensuring the quality of patient care is assessed and implemented to ensure maintenance of standards of care given to patients and their families by participating in clinical audit.

Has sole responsibility for establishing and directing the monitoring of standards of care within the defined policies, procedures and protocols of the Ward, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

Be actively involved in research within the critical care setting and determine with key staff whether current research and development strategies are sufficient for their purpose, and disseminate findings of relevance within the ward setting.

**Education**

Is responsible for the leadership, motivation, development and retention of the nursing team, utilising mentorship, objective setting and appraisal, enabling education needs of nursing staff to be met.

Has the responsibility, with a team of Deputy Charge Nurses for the direction and support of the provision of clinical practice for pre registration and post registration learners, to fulfil curriculum requirements and ensure that appropriate educational opportunities are provided.

Ensure that the on-going personal development needs and professional education and research are identified and met.

## 7a. EQUIPMENT AND MACHINERY

Post holder is expected to have a knowledge and ability to use all equipment used in the area however may not have daily clinical involvement.

### Critical Care Equipment

What	Use
Electroencephalograph (EEG)	Machine to assess electrical brain activity
Electrocardiograph (ECG)	Machine to assess electrical heart activity
Central venous pressure monitoring (CVP)	Machine to assess the central venous pressure
Arterial pressure monitoring	Machine to assess invasive blood pressure
Non - invasive monitoring	Machine to assess non invasive blood pressure, oxygen saturations and temperature
Pulmonary artery pressure monitoring	Machine to assess pulmonary artery pressure
Cardiac output monitor	Machine to monitor cardiac output via pulmonary artery catheter
Doppler	Machine to locate blood vessels
Blood warmers	Machine designed to heat blood prior to administration
Warming/cooling blankets	Machines to increase/decrease body temperature
Invasive ventilator	Machine designed to assist respiration by connecting to an endotracheal tube that is inserted into the patient's lungs
Non-invasive ventilator CPAP BiPAP	Machines designed to assist respiration by connecting to a mask or tracheostomy
Intermittent positive pressure ventilators (BIRD)	Machine to promote lung function
Air compressors	Machine to deliver nebuliser therapy in areas without piped air
Intubation equipment	Equipment used to initiate artificial respiration
High/low pressure suction equipment	Machines to regulate suction pressure for removal of respiratory or wound secretions
End tidal CO <sup>2</sup> monitoring	Machine designed to measure the level of CO <sup>2</sup> that is expired by a patient
Respiratory rate monitor	Machine designed to count the patient's respiratory rate
Respiratory spirometer	Machine to record respiratory capacity
Blood gas analyser	Machine designed to assess levels of specified blood products from arterial blood
Compression boots	Machine used to aid venous return from legs
Bronchoscope	Telescopic equipment required to examine the lungs, bronchi and trachea
Rotational therapy Prone mattress	Therapeutic mattress used in extreme respiratory distress
Renal replacement therapy	Therapy used in the event of a patient having renal failure
Haemofiltration machine	Machines designed to filter toxins from the blood

Infusion devices Syringe drivers Patient controlled analgesia (PCA) pumps Epidural pumps Enteral & parenteral nutrition pumps	Machines designed to administer specific medicines and fluids at specific rates
Transport equipment Ventilation Monitoring Fluid control Suction	Equipment designed to support a patient who is being transported between 2 points. Functionally the same as stated above but dependent on battery power

### 7b Systems

What	Use
Wardwatcher Audit System	Scottish Intensive Care Society (SICS) audit system into which staff input clinical and demographic data
PWA	Personnel management system
Payroll	Collation of pay information
Patient notes	Collection of patient information in one location
DATIX	Incident reporting system
APEX	Laboratory results reporting system
Toxbase	National Poisons Database
Intranet	Accessing Policies and Procedures

## 8. ASSIGNMENT AND REVIEW OF WORK

The Post holders work is generated from the patients needs, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.

The Post Holder will have a Professional Personal Development Plan and be reviewed quarterly by a delegated line manager.

## 9. DECISIONS AND JUDGEMENTS

The post holder is expected to make clinical and professional autonomous decisions on a daily basis, including provision of advice to the multidisciplinary team.

Recognising staff performance issues and appraise accordingly.

## 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Participating in the leadership, motivation and inspiration of the multidisciplinary team.  
Direct the provision of the highest standards of nursing care in the allocated resources.  
Be able to function in the roles of clinical nurse specialist, ward manager and professional leader.  
Implement change effectively.  
Time management.  
Addressing the equality and diversity needs of patients and staff.  
Sharing leadership role in a complex dynamic environment.

## 11. COMMUNICATIONS AND RELATIONSHIPS

Communicate with the patient, relatives and carers on the delivery of patient care.  
Liaise with the multidisciplinary team on service needs and requirements.  
In consultation with staff, discuss complex Personal Performance Development and Appraisal matters in a constructive manner.  
Other relevant lines of communication will encompass the following internal and external groups to ensure the gathering and dissemination of information as appropriate:

### Internal Communication

Clinical Nurse Manager  
Chief Nurse  
Clinical Director  
Multi Disciplinary Leads  
Finance  
Procurement  
Support Services  
Human Resource  
Health and Safety  
Risk Management

### External Communication

Voluntary Agencies  
Scottish Ambulance Service  
Community Health Practitioners  
Social Work  
Patients  
Carers  
General Public  
Educational institutes and staff organisations.

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

Examples may include:

### **Physical Skills:**

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.  
Insertion of urinary catheters.  
Removal of sutures / clips.

Placement of naso-gastric tubes.  
12-lead ECGs.  
Intravenous cannulae / venepuncture.  
Intravenous additives.  
Blood Glucose monitoring.  
Advanced life support.  
Semi-automatic Defibrillator.  
Continuous Positive Airway Pressure Management.  
Advanced maintenance of patient's airway (ambu-bagging).  
Tracheostomy care..  
Invasive and Non Invasive ventilation.  
Haemofiltration.  
Invasive and non-invasive equipment

**Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre patients.  
Push trolleys, wheelchairs.  
Stand/walking for the majority of shift.  
Activities of daily living.  
Ergonomics.

**Mental Demands:**

Concentration, required due to the nature of the ward managers role in a specialist clinical setting. They will be subject to frequent direct and indirect interruptions from patients, relatives and the multidisciplinary team.  
Concentration required when observing patient behaviours which may be unpredictable.  
Time management.  
Communication difficulties (multidisciplinary, multicultural, deaf, blind)  
Developed leadership skills.  
Developed responsibility skills.  
Service changes.  
Organisational changes.  
Political agendas.  
Workforce planning.

**Emotional Demands:**

Communicating with distressed/anxious/worried patients/relatives in an acute traumatic setting.  
Communicating complex issues with the multidisciplinary team.  
Caring for the terminally ill and their relatives.  
Caring for patients following receipt of bad news and supporting relatives.  
Personal / interpersonal stressors.  
Spiritual.

**Working Conditions:**

Exposure to body fluids several times each shift.  
Exposure to verbal aggression high frequency.  
Temperature / air quality of working environment.  
Ergonomics.

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

- First level registered nurse with 7 years post registration, with 2 years at Band 6 level or relevant experience demonstrating the appropriate competencies and skills for the job.
- Educated to degree level or working towards.
- Specialist Practitioner Qualification in Critical Care
- Evidence of management, education and training
- IT skills.

### **14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date: