



1. JOB IDENTIFICATION

Job Title:	Team Leader (Band 6)
Responsible to:	Senior Charge Nurse
Department(s):	Day Surgery Unit / Ambulatory Care Unit
Directorate:	Nursing
Date of last update:	April 2022

2. JOB PURPOSE

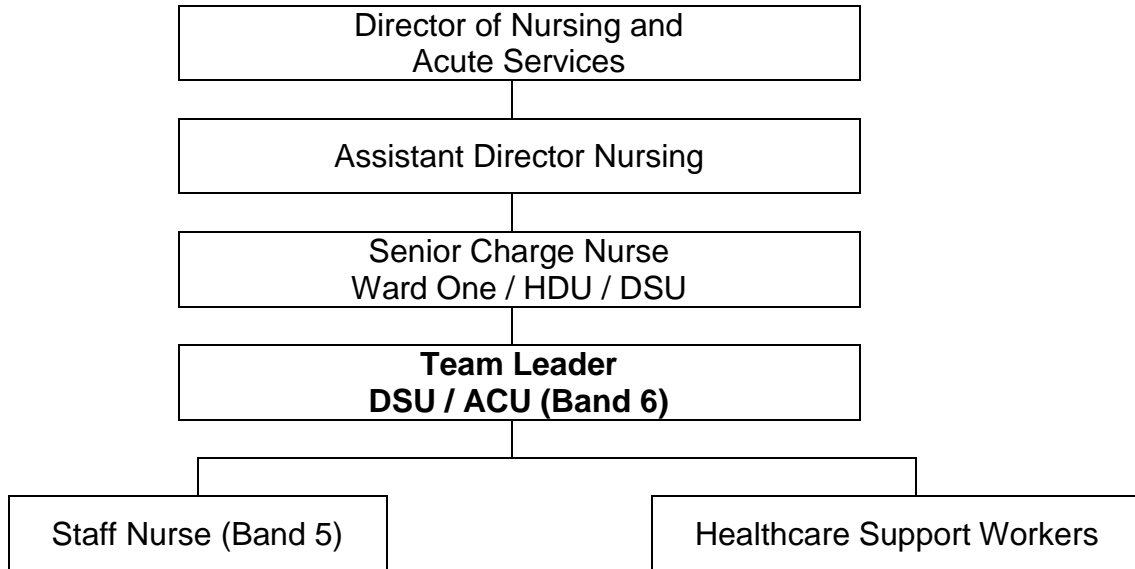
The post holder will organise day to day running of the day surgery unit and the ambulatory care unit which is remotely line managed by the Ward 1 Senior Charge Nurse. The 12 bedded day surgery and ambulatory care unit provides care for general surgical, biologic and ambulatory care patients, both adult and paediatric. Endoscopy services are also provided by the unit.

The post holder will act as deputy to the Senior Charge Nurse in their absence managing staff and clinical issues to ensure the safe and effective delivery of patient care. He /she will assist in the management and support of the team of nursing staff on Day Surgery which includes trained nurses, unregistered nurses and student nurses. She / he will provide nursing leadership and expertise and will contribute to the education, training and support of fellow health professionals.

3. DIMENSIONS (Overview of Responsibilities)

1. Communication
2. Personal and People Development
3. Health, Safety and Security
4. Service Development
5. Quality
6. Equality, Diversity and Rights
7. Assessment of Health and Well-Being Needs
8. Addressing Individual's Health and Well-Being Needs
9. Protection of Health and Well-Being
10. Leadership
11. Management of People

4. ORGANISATIONAL POSITION



5. ROLE OF UNIT

DSU / ACU provides care to surgical, ambulatory care patients within Shetland serving the islands population but also acting as a front-line service for 'North Sea' personnel on marine vessels and off-shore installations as the nearest tertiary hospital is 200 miles away. Patients from a wide range of specialities receive care on the unit, these include ENT, ophthalmology, gynaecology, maxillofacial, community dental and paediatric as well as general surgery, biological infusions, ambulatory care and day surgery.

6. KEY RESULT AREAS

Maintain core nursing competencies whilst undertaking new skills.

Advising nursing staff on the nursing care of surgical and ambulatory patients through direct communication and through contributing to the production of guidelines for their use.

Taking part in clinical supervision sessions in order to reflect on his/her application of knowledge and skills and seeks feedback from other members of staff.

Contributing to workplace learning and development culture through provision of teaching sessions on surgical and ambulatory nursing care, provision of pre and post registration student placements and provision of learning resources.

Reflecting on overall learning and development of individuals and teams and strives to improve learning strategies and opportunities.

Working with others to develop, identify and implement learning opportunities both within and outside the workplace appropriate to meet peoples learning needs.

Is able to identify and manage risks through risk assessment process, this involves assessment, planning and implementing actions to minimize risks in the workplace. Including resourcing training and equipment to minimize risks in area of work

Provides support to staff during any changes made and implemented to improve the care of surgical patients in the Gilbert Bain Hospital.

Supports others in implementing changes to improve quality of care for surgical patients within the Gilbert Bain Hospital.

Inspires others with his / her own values and vision for developing knowledge, skill, ideas and work practices in the application of surgical nursing care.

Challenges those individuals that are resistant to change or developing their practice

Assess individual and team performance, giving feedback to individuals and managing poor performance as needed.

Ensure personal appearance and behaviour is consistent with NHS Scotland's code

7a. EQUIPMENT USED ON A DAILY BASIS

1. Portable monitors
2. Syringe drivers /pumps
3. ECG Recording machine
4. Surgical Instruments
5. Suction Equipment
6. Defibrillator
7. Blood Gas Analyser
8. Non invasive monitoring
9. Glucose Testing Monitor
10. Patient trolleys / Beds
11. Mobility aids i.e. Zimmer, crutches, wheel chairs etc
12. Oxygen / Entonox
13. Clinimatic, clinical waste disposal machine
14. Urine testing
15. Pregnancy testing kit
16. Patient lifting equipment / Bariatric hoist
17. Cleaning solutions
18. Computer / Teleconferencing equipment
19. Drugs and blood products

7b. SYSTEMS

- Maintaining concise, clear patient records using nursing documentation
- Accurate recording of shifts on SSTS
- Is able to access online patient data.
- Can record data for essential audits
- Use of PECOS
- Social work referral system
- Winscribe

8. ASSIGNMENT AND REVIEW OF WORK

Prioritises own workload which is allocated by the senior charge nurse.

9. DECISIONS AND JUDGEMENTS

PATIENT CARE

- Is able to explain to others – patients, their families and their carer(s), his/her own role, responsibilities, accountability and what information will be collected and stored as a result of any assessment.
- Obtains fully informed consent from patients prior to the assessment process.
- Is able to explain to people what will be involved in the assessment process and any alternate approaches that may be applicable.
- Demonstrates respect for individuals rights to privacy, dignity and their own beliefs and therefore minimises any unnecessary anxiety or discomfort in the process.
- Identifies patients health and well-being needs, enabling care and those of their family through observations, discussion and the use of technical assessment methods which he / she is competent to use and are within the post holders scope of professional conduct.
- Uses processes of reasoning and experience to utilise information available at the time to form a holistic view of the patient and family to formulate an overall picture of health and well-being needs and risks for the patient and family.
- Refers individuals onto other practitioners when their needs and risks are beyond the post holders own scope of practice, this includes working in partnership with external agencies such as social services departments / community nursing teams.
- Discusses with line manager, current capabilities within the teams to carryout assessment health and well-being needs of patients and their families and how this relates to current best practice / benchmarks.
- Discusses with line manager how the assessment practice can be improved within the teams.
- Demonstrates to nursing colleagues the use of different methods of assessment of patients, their families and their carer(s) to identify health and well-being needs, enabling colleagues to develop their own practice and achieve competence in using them.

STAFF MANAGEMENT

- Advise on different work patterns and staff: patient ratio to meet clinical needs
- Assesses and selects individuals for posts using agreed methods and based on objective assessments against agreed selection criteria
- Communicates clearly with team members and provides them with opportunities to contribute to the planning and organisation of the work.
- Assess individual and team performance, giving feedback to individuals and managing poor performance as needed
- Allocates work to make best use of the team and the abilities of all it's members
- Provide team members with suitable learning opportunities to meet their personal development objectives. These objectives will be consistent with team's objectives and the objectives, policies and values of the organisation

10 CHALLENGES and DIFFICULTIES

PATIENT CARE

1. Unpredictable workload
2. Dealing with patients with unstable conditions e.g. medical, surgical, obstetric and psychiatric
3. Dealing with vulnerable patients eg, children, the elderly, special needs / disability and cognitive impairment
4. Stabilising Critical care patients for transfer
5. Involvement in paediatric/adult life support
6. Dealing with bereaved and distraught relatives
7. Pressures of being a busy day surgery ambulatory care unit

STAFF MANAGEMENT

1. Lack of staff/ skill mix
2. Dealing with extra shifts, excessive toil time
3. Communication within the multidisciplinary team
4. Dealing with unpredictable behaviour
5. Mentoring of all staff within the ward
6. Supporting junior doctors with lack of experience.
7. Managing sickness and covering shifts

11 COMMUNICATIONS AND RELATIONSHIP

- Communicating effectively with patients of all ages, their families and their carer(s), acknowledging each individual's level of understanding, culture, background and any communication difficulties they may have. Communication may include breaking bad news or supporting patients and their families at a difficult time of illness or loss.
- Using initiative to identify different ways of communicating with others to assist communication i.e. email, memorandum, letter, fax, telephone, face to face, video-conferencing.
- Maintaining confidentiality at all times in accordance with Shetland NHS Board procedures and professional guidelines.
- Communicating in order to effectively coordinate the care of patients within the hospital setting with consultant and junior doctors, nurses and other multidisciplinary team members.
- Advising nursing staff on the nursing care of surgical / ambulatory patients through direct communication and through contributing to the production of guidelines for their use.
- Skills – influencing, advocacy, championing, assertiveness.
- Ensuring nursing records are kept updated and are written in accordance with NMC guidelines for record keeping.

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

PHYSICAL EFFORT - ON A DAILY BASIS AT FREQUENT INTERVALS

1. Stamina required undertaking toil time shifts
2. Standing / walking for long periods of time throughout your shift
3. Frequent moving and handling of patients from bed to trolley, chair etc
4. Pushing trolleys and patients to other departments
5. Stamina required in emergency situations and resuscitation
6. Movement of gas cylinders for patient transfer, and pain relief
7. Handling of resuscitation equipment
8. Assisting patients moving and handling within confined spaces
9. Using hoists and other moving aids, bariatric tracking hoist

MENTAL EFFORT

1. All patients requiring individual attention, one to one nursing care
2. Demands of critically ill / high dependency patient requires multitasking e.g. drug administration, observing patients condition, preparing for procedures, without the detriment to other patients care
3. Staff management, organising workload, managing difficult behaviours and conflict
4. Dealing with patients with difficult and challenging behaviour
5. Dealing with patients with complex social needs
6. Prioritising care for patients who's needs are complex
7. Maintaining accurate patient records especially in busy periods
8. Managing stress and stressful situations e.g. child protection issues
9. Caring to admissions who are the victims of domestic violence
10. Focussing on the care and needs of vulnerable adults / cognitive impairment

EMOTIONAL EFFORT – ON A FREQUENT BASIS

1. Exposure to the terminally ill, distressed children, domestic abuse victims, miscarriages, bereaved families, people receiving bad news
2. Involvement in adult and paediatric resuscitation
3. Working on a daily basis in a consistently busy environment where patient demands are multiple and varied and expectations of care are high.
4. Interacting and dealing with colleagues who require your emotional support.
5. Supporting students who may be away from family networks
6. Continuous emotional demands of caring for other people
7. Managing care for patients who are family or friends known to post holder

ENVIRONMENT/WORKING CONDITIONS – ON A DAILY BASIS

1. Moving between different areas of the hospital on a frequent basis
2. Occasional exposure to radiation when supporting patients in x-ray dept
3. Moving and handling patients in space limited environments,
4. Exposure to potential allergens and infectious diseases from patients and equipment.
5. Potential for needle stick injury vigilance required at all times
6. Ensuring strict adherence to Hospital procedures concerning HAI, Hand Hygiene, Uniform & Dress code.
7. Dealing with abusive patients verbally and physically often related to substance misuse

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB	
Registered Nurse Level 1	Current NMC Registration
Extensive Post registration experience at band 5 or above on a surgical ward or day surgery unit or endoscopy unit. Experience of long term conditions and aging population	Broad knowledge of surgical nursing care Broad knowledge of long term medical conditions
	Degree level qualification desirable
Post holder is required to undertake extended role developments	
Nurse Prescribing Cannulation / Venepuncture / IV Drug Administration ECG / ILS /ALS/ Procedure specific consent training Male catheterisation	SSTS training/ Vulnerable Adult and Child Protection course / Mentoring/interview skills/ management development course/hold senior nurse bleep for hospital/hold cardiac arrest bleep/
The post holder will be able to demonstrate evidence of their ability to work in partnership and lead a multidisciplinary team and inter – agency personnel	
Awareness of NHS Scotland and NHS Shetland Policies, standards and guidance on healthcare and human resources relevant to area of practice.	
Excellent communication skills, ability to listen, respond and react in appropriate manner	
Approachable, friendly, tolerant, tactful, supportive and diplomatic	
Willingness to lead and set good examples in changing practices and service redesign	
Ability to maintain confidentiality and ensure other staff adhere to policies.	
Works calmly and efficiently under stressful conditions	
Flexibility to work across other areas of the organisation as required, either hospital or community based	

14. JOB DESCRIPTION AGREEMENT	
Job Holder's Signature:	Date:
Head of Department Signature:	Date: