#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION | |
| Job Title: Clinical Information System Nurse Coordinator    Responsible to (insert job title): **Senior Charge Nurse**  Department(s): Ward / Dept **Intensive Care Unit, UHC**  Directorate: **Surgical Services**  No of Post Holders:  **1**  Last Update (insert date): **29/03/2023** | |
| 2. JOB PURPOSE | |
| Responsible for coordinating, administration, and supporting the development of the clinical information system within the intensive care critical care service. This will include the ongoing service development, management of training needs, research, and the appropriate use of financial resources while working in a professional multidisciplinary team. | |
| **3. DIMENSIONS** | | |
| The critical care service in NHS Ayrshire and Arran is across two acute sites. In the near future there will be an 18 bed critical care unit on the University Hospital Crosshouse (UHC) site comprising of 12 level 3 beds and 6 level 2 beds There are currently 8 critical care beds on the University Hospital Ayr (UHA) site.  The post holder will work within the Surgical Services Directorate within NHS AA | | |
| 4. ORGANISATIONAL POSITION | | |
| Clinical Nurse ManagerGeneral Manager (Surgical Services)Senior Charge Nurse Band 7 **Deputy Charge Nurse Intensive Care Unit** CIS Nurse Coordinator Band 6 (Post Holder)Registered Nurses **Band 5** Healthcare Assistants **Band 2** | | |
| 5. ROLE OF DEPARTMENT | | |
| * Critical care delivers care for a variety of patients including emergency and elective surgery, orthopaedics and trauma, general medical, * 57 WTE nursing staff work within the critical care area alongside a number of medical staff from Clinical Development Fellows, to trainee grade, right through to consultants. The post holder will be responsible for supporting the training of staff and supporting them in any clinical information system they require to access. * The post holder will also be responsible for the administration of the Clinical Information System and be expected to develop the system using available financial resources. | | |
| 6. KEY RESULT AREAS | | |
| **Managerial**   * Contribute to the development and administration of the clinical information system (CIS). * Work with the IT department to ensure that the CIS is configured appropriately and meets the needs of the service. * Set up and manage communication mechanisms to facilitate ongoing development of the CIS. * Manage resources effectively ensuring required objectives and timescales are met. * Communicate the benefits of the CIS to persuade and motivate apprehensive staff. * Ensure that there are safe working practices in the unit with regard to the CIS. * Identify support requirements for the CIS both internal and external to the unit. * Act as the CIS specialist resource within and out with the hospital. * Assist in the development of policies for the new unit as well as aid configuration of the CIS. * Ensure CIS security with reference to data protection act. * Identify aspects of the CIS that may affect codes of practice. * Work within the Sector / Directorate policies.   **Training and Education**   * Develop and implement a competency based training for any CIS used within critical care. * Adopt flexible working pattern to ensure all staff are trained and updated in the CIS. * Is aware of lifelong learning and training opportunities and demonstrates responsibility for own personal development. * Develop a personal and professional profile, which reflects personal growth across individual career span and through continuous training and education attain PREPP requirements. * Provide guidance / trouble shooting for the CIS, and provide training to all relevant staff groups. * Demonstrate an awareness of current changes in education and clinical practice offering appropriate support. * Participate and promote attendance in regional / national nursing events in order to further knowledge and share best practice.   **Research / Audit**   * Ensure all activities are grounded in research when possible. * Develop and produce reports for all relevant staff from the CIS. * Monitor the effectiveness of the CIS. * Assist in the development of guidelines / policies for the unit ensuring they are evidence based. * Assist in the development of a database of guidelines / policies within the unit.   **Clinical** Support and supervise junior staff and nursing auxiliaries in the provision of safe and effective nursing care of critically unwell patients  * Demonstrate high level clinical knowledge and skill, with continuous professional development to maintain optimum levels of clinical practice * Perform a range of expanded roles applicable to the area e.g. venepuncture/cannulation, IV preparation and administration, haemodialysis, hemofiltration, LiDCO monitoring  Assessment of individual patient care needs and the planning, implementation and evaluation of care, ensuring all forms of care/ instructions are understood and carried out  * Actively participate in the patient’s journey from admission to transfer * Raise and maintain patients’ awareness of health promotion where appropriate * Ensure safe storage and administration of medicines and treatments according to local and National policy * Provide expert clinical advice and support to ward staff when required   **Communication**   * Establish and maintain effective communication with patients, relatives and the multi-disciplinary team. * The maintenance of accurate nursing care plans and all relevant documentation for individual patients. * Collaborate with other disciplines to ensure that effective communications / relationships are established. | | |
| 7a. EQUIPMENT AND MACHINERY |
| * The post holder will act as a resource to train and support staff in the application of the CIS. * The main system to co-ordinate will be the ongoing development and configuration of a newly acquired clinical information system for Critical Care**.** * General co-ordination of the clinical information system involves using the full functionality of Microsoft Outlook, Excel, Word, PowerPoint, Project manager and Mind Map. Internet and library computer system would be used for research. * The post holder requires specialist knowledge of software programmes * The post holder is expected to have a comprehensive knowledge of all the equipment used in critical care, this list in not exhaustive and will change in line with new techniques and improved equipment provision.   Highly specialised   * Ventilators, Hamilton C1 and C6 models * LIDCO, monitors complex cardiovascular data * Prismaflex Haemofiltration and TPE * Baxter AK98 haemodialysis * Blood gas analyser * Transfer trolley, portable monitor, ventilator and infusion devices * Cardiac pacing * Arctic Sun for therapeutic hypothermia  Specialised  * 12 lead ECG machine * Nasal Hi-flo, oxygen system * CPAP, oxygen system * NIV system * Monitoring, ECG, arterial blood pressure and tissue saturation * Electric warming blanket * Defibrillator & external pacing * Aerogen Nebulisation System   **Generic**   * Respiflo, oxygen delivery system * Agilia infusion device * Agilia infusion pump * Agilia PCA syringe driver * Glucometer * Enteral feed pump * Hoist * Blood warmer * Electric Profile bed * Tympanic thermometer   This equipment is in addition to endotracheal tubes, tracheostomy tubes, chest drains, syringes, needles, dressings and dressing packs that are used on a daily basis. |
| **7b. SYSTEMS** |
| * Datix incident reporting system * Ward Watcher links directly to the Scottish Intensive Care Society Audit Group. Contains patient information including interventions, therapies, predicted outcome and ICU bed availability throughout Scotland. * Frequent ordering of supplies for the department using a paper based, stock control system. * Investigation requests. Plan to introduce PECOS electronic ordering system * Patient records include care plans, risk assessment forms, 24 hour recording charts, infection control, intervention charts and high risk infusion charts. * Electronic patient systems including PMS, Wardwatcher, Revive, results systems, prescribing systems and electronic referrals etc. |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Workload is determined by the needs of the service. The post holder will be responsible to the SCN, Critical Care for guidance, professional management, work review and formal appraisal of performance. * Workload is generated by the clinical activity within the unit, and by service developments, advances in practice and research * Self-directed within own limitations, being able to recognise these and seek appropriate guidance. * Undertake data extraction and data management to support audit, research and quality improvement workstreams * Locally agreed objectives. * Review will be annually by formal performance appraisal, personal development plan and objective setting. * Peer group review. |
| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder has responsibility for a caseload and is expected to function with a high degree of autonomy and independence, whilst recognising their own limitations. * Assessment of patients’ complex needs (physical, psychological, social and spiritual) to establish change in condition, inform clinical decision making and plan care. * The post holder has the autonomy to work within agreed parameters in adjusting ventilation and drug/fluid therapies * Provision of professional advice to registered nurses, unregistered staff and students and an ability to recognise own limitations and the requirement for appropriate referral. * The ability to quickly assess and respond to patient needs in emergency situations. * The post holder will offer advice to the multidisciplinary team working in the intensive care and high dependency unit. * Consultation will also occur at regular clinical information system meetings. Areas of discretion include, devising training plans and teaching, facilitating communication and configuring the clinical information system. * Typical judgments are made concerning, methods of training, evaluating communication effectiveness, data population and policy location in the clinical information system and how to manage this post within the time frame. To be involved in research evaluation, ensuring best practice and evidence-based knowledge is utilised when configuring the clinical information system. * Change priorities and direction in response to the changing needs of the service/clinical environment. * Conduct extensive risk analysis and react quickly and effectively when system problems are identified. * In line with NHSAA HI&T policies, ensure appropriate procedures are undertaken when a breach of policy occurs in relation to the Clinical Information System, for example password policy. |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Achieving a large cultural change by altering the work practices of over 100 staff within a set deadline is a challenge. * To achieve an accepted basic level of understanding and knowledge for the clinical staff. * Ensure critical IT system is functioning to meet the needs of critical care staff and patients. * Managing/controlling the requirements of the System Management role during a clinical shift. * To be able to cope with the workload with, at times, limited resources. * Dealing with and supporting staff in highly stressful situations and highly complex procedures * Supporting relatives in highly stressful and traumatic circumstances |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| * Excellent communication skills are paramount to motivate staff and to communicate with a wide range of people. * Negotiating skills are required to manage change effectively. * Teaching and presentation skills are essential to the role. * The post holder will develop communication strategies with a wide range of disciplines promoting good working and professional relationships on a formal and informal basis.   **Internal**   * The post holder will be expected to participate in multi-disciplinary committees as an advocate for staff in the unit. * The post holder will liaise and develop relationships and communicate with other relevant departments within the sector such as IT, Labs, medical imaging, supplies department, general services etc. * The post holder will communicate and work in partnership with other staff and organisations. * Clinicians and Colleagues within the sector.   **External**  The post holder has responsibility for ensuring communication is promoted with the following disciplines/organisations.   * Other Critical Care areas where informatics are used. * Intensive Care Units throughout the UK   **Key working relationships:**  Health Information & Technology (HI&T) Project Lead  HI&T Support Teams (e.g. Helpdesk, Clinical Specialties, Infrastructure & Development)  Technical and Application Specialists (3rd Party)  Medical Physics Team  Project Manager  SICSAG (Wardwatcher Team)  General Manager  Service Delivery Manager  Lead Nurse(s)  Practise Education Team  Ward Managers  Lead Clinicians  System Users  Represent Ayrshire and Arran H/B on National CIS Steering Group | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| The post holder’s role will include both clinical and CIS activity and may frequently be required to move between tasks at short notice to meet the needs of the service. There is a requirement for flexibility of working patterns and for the ability to deal with situations as they arise. Workload is unpredictable, with priorities changing constantly.  **Physical skills**   * The post holder will spend time daily working with a computer using keyboard skills. * Deliver patient care to critically ill patients within the 28 bedded areas. * Working in highly unpleasant working conditions such as having contact with un-contained body fluids, foul linen on a daily basis. * Frequent exposure to hazards such as face to face verbal and physical aggression. * A regular part of the job entails physical work and the post holder would require moving and handling skills, which should be updated bi-annually or more frequently if required. * Highly developed manual dexterity required for setting up and maintaining complex monitoring and therapeutic procedures. * Frequent periods of moderate effort on a daily basis.   **Mental**   * Concentration required when writing Access or SQL queries and developing calculations using Visual Basic software. * Retention and communication of knowledge and information is also necessary. * The post holder will be responsible for the delivery of care to a defined number of patients. * The post holder will be required to use own initiative and be able to make decisions appropriate to level of clinical expertise. * Frequent concentration, unpredictable pattern. Daily concentration on patient-related activities, unpredictable patient demands.   **Emotional**   * Support staff that are challenged with the introduction of a paperless charting system. * Offer support and guidance to staff that have difficulty dealing with change. * There is a requirement to deal with distressed and anxious patients and carers in a professional and sensitive manner on a daily basis. * Regular exposure of self and staff to highly distressing circumstances including the dying patient and their carers * There is a requirement to deal with complicated family dynamics and high levels of public expectations * There is a requirement to regularly work in hostile and emotive atmospheres, which may result in the need for sudden intense effort and concentration | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| * Post holder will be a Registered First Level Nurse with current NMC registration * Relevant post registration experience, including experience in the critical care speciality * Educated to degree level * Post registration diploma relevant to specialty or equivalent experience * Advanced Life Support provider * Working knowledge of NHS Ayrshire & Arran Policies and Procedures. * Ability to keep relevant skills / knowledge updated and documented. * Well-developed written and verbal communication skills. * A commitment to lifelong learning and demonstrates evidence of continuing professional development. | |