#### **JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION |
| Job Title: | **Deputy Charge Nurse – Band 6** |
| Responsible to (insert job title):  | **Senior Charge Nurse** |
| Department(s):  | **Ward 2B Orthopaedics**  |
| Directorate:  | **Surgical Services** |
| Operating Division: | **NHS Ayrshire & Arran Acute Services** |
| Job Reference: |  |
| No of Job Holders:  | **3 WTE** |
| Last Update : November 2023 |  |

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| 2. JOB PURPOSE |
| With minimal supervision and in collaboration with the multi-disciplinary team, the post holder will be accountable for the assessment, development, implementation and evaluation of programmes of care for a defined caseload of patients working within the professional standards held in the NMC Code of Professional Conduct.The post holder will assist the Senior Charge Nurse in the effective and efficient management of all nursing resources including budget, staff and students within their defined area of responsibility.The post holder will act as shift leader/ Co-ordinator on a regular basis and will assist in the continuing leadership and monitoring of the performance and work of the nursing team, whilst promoting a culture of health and education by providing both verbal and written information, within the ward to colleagues, junior staff, patients and the public.The post holder will be required to participate in audit and quality assurance programmes and contribute to the teaching and supervision of junior and student nurses and Band 2 and 3 staff as appropriate. The post holder will understand and be aware of the implementation for the effective and efficient operational management of nursing resources and appropriate care pathways throughout the unit. This includes awareness and implementation of the General Hospitals Division, Clinical, Corporate and Staff Governance agendas. |

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| **3. DIMENSIONS** |
| * The post holder will work within Surgical Services and be employed by NHS Ayrshire & Arran – making them accountable for all clinical decision making undertaken and for all clinical assessment and treatment under their management.
* The post holder will assist the Senior Charge Nurse in the co-ordination of the clinical area.
* The post holder has a responsibility to teach, supervise and assess student nurses and junior staff, to plan and prioritise workload and to delegate work to other staff members.
* This is a 30 bedded ward, which will be both a dedicated hip fracture ward and a trauma receiving ward, admitting the most complex and dependant trauma patients requiring specific specialised trauma interventions and care.
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| 4. ORGANISATIONAL POSITION |
| Student Nurses General ManagerStaff NursesSenior Charge NurseClinical Nurse ManagerPost HolderHealth Care Support Workers |

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| 5. ROLE OF DEPARTMENT |
| * The overall role of the department is to meet the needs of clients requiring orthopaedic trauma care. It provides physical, psychological, social and spiritual needs. The department provides specialised treatments for patients with orthopaedic conditions and specialist intervention for patients requiring orthopaedic surgery;
* The department operates as an integral part of NHS Ayrshire & Arran, promoting patient centred services, based upon local and National strategies, taking account of NHS Ayrshire & Arran’s clinical, corporate and staff governance agenda;
* Working collaboratively the department assesses, plans, implements and evaluates individualised programmes of care;
* The department works to promote a culture of openness and honesty and provide a learning and stimulating environment where staff can flourish.
* Ensure all delivery of care is safe, caring and respectful and all registered staff comply with their NMC codes.
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| 6. KEY RESULT AREAS |
| Clinical* Demonstrate a high level of clinical knowledge and skill with continuous professional development to maintain optimum levels of clinical practice. Share knowledge with other staff.
* Respond to clinical demand which will be via several routes, prioritising workload e.g. emergency admissions, sick patients.
* Act as a source of knowledge and advice to other staff.
* 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.
* Assess and interpret critical changes to patients with acute conditions and demonstrate the ability to alter patient care/management plan to appropriately reflect these changes resulting in stabilisation of patient.
* Perform and teach others a range of expanded roles applicable to area of responsibility e.g. venepuncture / cannulation, frequent intravenous drug administration and sampling from arterial lines.
* Actively participate in the patient’s journey from admission to discharge.
* Raise and maintain patients’ awareness of health promotion.
* Promote the named nurse concept by structured delegation of workload and deployment of staff.
* Co-ordinate care for a delegated caseload in the absence of the case load holder.
* Ensure safe storage and administration of medicines and treatments according to local and National policy.

Management* In the absence of the Senior Charge Nurse the post holder assumes responsibility for the daily operational issues within sphere of work whilst providing co-ordination and appropriate responses e.g. to workload issues throughout the organisation ensuring patient safety and appropriate service delivery.
* Support the Senior Charge Nurse through participation in performance review of nursing staff and the personal development planning process on a regular basis.
* Support the Senior Charge Nurse in meeting clinical, corporate and staff governance performance indicators.
* Assess and respond to operational issues as they arise to ensure patient safety and service delivery.
* Support and supervise junior staff and nursing assistants in the provision of safe and effective nursing care.
* Frequently co-ordinate the clinical area in the absence of more senior staff.
* Promote and adhere to all relevant policies and procedures.
* Maintain knowledge of current local and National guidelines.
* Assist in the monitoring of nursing practice within the department.
* Report all incidents as per incident reporting policy.
* Respond to incidents / complaints and provide statements / reports as requested.
* Ensure effective use of all service resources in the absence of more senior staff, including staffing levels, staff absence reporting, off-duty and staff deployment.
* Support patient flow throughout the organisation by applying current tools and methodologies e.g. estimated date of discharge.
* Function in the role of page holder / unit co-ordinator.

**Communication*** Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to breaking bad news and dealing with emotionally challenging situations or in situations where there are barriers to understanding e.g. denial or anger, or when dealing with patients with whom it is not possible to rationalise e.g. head injury patients.
* Establish and maintain effective communication with patients, relatives and the multi-disciplinary team.
* Maintain accurate nursing care plans and all relevant documentation for individual patients.
* Collaborate with other disciplines to ensure that good communications / relationships are established.
* Co-ordinate and disseminate relevant safety action notices and other essential communication within the department.

**Professional / Educational*** Actively participate in clinical supervision and reflective practice opportunities and be responsible for integrating into everyday practice for both self and other team members.
* Support the maintenance of a high standard of conduct and dress to promote public confidence.
* To lead in audit and quality assurance programmes, ensuring that best practice is adopted across the specialities.
* Ensure that the NMC Code of Professional Conduct and other NMC guidelines are adhered to at all times.
* Participate in the development and implementation of staff development programmes.
* Assume an active role in teaching and developing junior staff within the realms of evidence based practice.
* In partnership with the Senior Charge Nurse ensure all nurses in training are allocated a Mentor.
* Monitor the performance of the mentors in partnership with Practice Education Facilitators and the University.
* Take an active role in self-development, extending knowledge and skills as opportunities arise.
* Undertake audit of practice and actively seek opportunities for audit / research of practice within area of responsibility and evaluate.
* Actively participate in the orientation of new staff.
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| 7a. EQUIPMENT AND MACHINERY |
| The post holder is expected to have knowledge of all the equipment used in the ward/department;**Specialised** * The post holder is expected to have knowledge of all the equipment used in the ward / department;
* 12 lead ECG
* Monitoring system displaying ECG, oxygen saturation and respiratory rate
* Electronic warming blanket
* Defibrillator
* Blood Warmer
* Cryocuffs
* Spinal bed
* Traction equipment
* Hoists
* Encore
* Stand aid
* Taurus frames.

**Generic*** Glucometer
* Oxygen delivery systems
* Infusion devices
* Enteral feeding pump
* Electric bed
* Tympanic thermometer
* Sliding sheets
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| **7b. SYSTEMS** |
| * On a daily basis: maintenance of a paper or electronic based nursing patient record system;
* Frequent ordering of supplies for the department using paper / electronic systems;
* Frequent use of electronic results reporting system;
* Frequent Investigation requests;
* Completion of SSTS rostering system. Responsibilities include ensuring system is up to date;
* Patient assessment systems relevant to specialty e.g. patient dependency scoring, pain nausea, sedation scoring, single shared assessment or NEWS;
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Workload is generated by the clinical activity within the unit by service developments and advances in practice and research;
* Assignment and review of work may be undertaken by the Senior Charge Nurse, requiring the post holder to accept responsibility for a specific caseload and to oversee the operational management of the area in the absence of the Senior Charge Nurse;
* Self-directed in line with key result areas; being able to recognise these and seek appropriate guidance;
* Locally agreed objectives;
* Review will be annually by formal performance appraisal, personal development planning and objective setting;
* Peer group review where appropriate.
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| **9. DECISIONS AND JUDGEMENTS** |
| * High level responsibility and clinical leadership ensuring the continuation and promotion of high quality, clinically effective care;
* 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;
* In the absence of the Senior Charge Nurse, the post holder has the autonomy to asses and respond to operational issues as they arise, to ensure patient safety and service delivery;
* Assessment of patients’ complex needs (physical, psychological, social and spiritual) to establish change in condition, inform clinical decision making and plan care;
* Provision of professional advice to registered nurses, unregistered staff, students and others within own area;
* The ability to recognise own limitations and the requirement for appropriate escalation;
* The ability to quickly assess and respond to patient needs in emergency situations.
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Maintaining a balance between clinical, managerial and development responsibilities whilst continually exploring opportunities to improve service delivery;
* Prioritising and effectively managing workload given the competing demands;
* Dealing with violence, aggression and abusive behaviours;
* Changing and adapting to new situations and strategies;
* Contribution to maintain patient flow and capacity within the hospital whilst ensuring all patients appropriately cared for with nursing staff with the correct skills.
* Be responsive to new practices and communicate these to colleagues and junior staff.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * Post holder will be expected to communicate effectively verbally and in writing with multidisciplinary team, multi-agency teams, colleagues, patients, relatives, carers and senior staff;
* Ability to liaise effectively with external agencies;
* Participate at ward / department meetings;
* Adhere to NHS Ayrshire & Arran’s policy on confidentiality, including Caldicott Guidelines and the requirements of the Data Protection Act;
* The main purpose of communication would be regarding patients’ conditions and / or issues relating to patient care. The post holder would be expected to communicate with the Senior Charge Nurse regarding nursing team issues;
* Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to breaking bad news and dealing with emotionally challenging situations. Occasionally deal with situations where patients do not easily understand their care packages due to cultural, language, physical or learning disability;
* Frequent requirement to receive and communicate complex information tactfully;
* The ability to handle sensitive information in a manner not liable to offend or antagonise;
* Utilise communication skills to motivate others;
* Respond to incidents / complaints as they arise. Provide statements / reports as requested by the senior nurse.
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical*** Frequently working in highly unpleasant working conditions such as having contact with un-contained body fluids, foul linen;
* Frequent exposure to hazards such as face to face verbal and physical aggression;
* Prolonged light to moderate physical effort, including bending, walking, lifting, pushing and operating equipment is required on all shifts;
* Frequent short periods of moderate physical effort, such as lifting patients with mechanical aids or hoists, is required on most shifts;
* The post holder will be required to work within confined spaces and will be required to assist immobile patients;
* The post holder will be required to be able to initiate appropriate emergency care;
* The post holder will be able to adapt to the shift pattern required and may be required to work a variety of shifts.

**Mental*** Maintain a supervisory role as shift leader while having responsibilities for the delivery of care to a defined caseload;
* The post holder will be required to use own judgement whilst observing patients’ condition and should report any changes to the relevant disciplines;
* There is a need for high levels of concentration and for absolute accuracy when undertaking clinical and managerial tasks, including the administration of medicines;
* At all times maintain safety of staff and patients;
* There is a need for accuracy particularly when regarding the safe administration and delivery of medicines and treatments;
* Frequent requirement for concentration as the work pattern is unpredictable i.e. dealing with frequent interruptions.

**Emotional Effort / Skills*** There is a requirement to deal with distressed and anxious patients and carers in a professional and sensitive manner, on a daily basis;
* There is a requirement to support staff and to deal with difficult and demanding situations such as disciplinary action, bullying or managing absence in an appropriate and fair manner;
* There is a requirement to deal with complicated family dynamics and high levels of public expectations;
* There is a requirement to, on occasion, work in hostile and emotive atmospheres, which may result in the need for sudden intense effort and concentration;
* The post holder will be required to deal with complaints, involving meeting the complainant and seeking to address their concerns, whilst supporting staff involved.

**Working Conditions*** Frequently working in highly unpleasant working conditions such as having direct contact with un-contained body fluids, foul linen.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Post holder will be a Registered Nurse with current NMC registration
* Demonstrate high level of clinical knowledge and skill equivalent to post graduate diploma level, by formal or informal learning and practical experience.
* 3 years post registration experience, including experience within the specialities.
* Post registration modules at UWS relevant to specialty or equivalent experience
* Working knowledge of Acute Services (Hospitals) Division Policies and Procedures
* Ability to keep relevant skills / knowledge updated and documented
* Well-developed written and verbal communication skills.
* Be able to supervise and provide a mentorship role to students and junior staff
* A commitment to lifelong learning and demonstrates evidence of continuing professional
* development
* Demonstrate research and audit skills
* A working knowledge of medical and surgical conditions as well as an understanding of nationally / locally agreed guidelines and policies to underpin clinical practice.
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