



**SCOTTISH AMBULANCE SERVICE
SCOTSTAR – Specialist Transport and Retrieval**



**Neonatal Transport Nurse
Job Description**

1. JOB IDENTIFICATION

Job Title: **Neonatal Transport Nurse**

Department(s): **Specialist Transport & Retrieval (ScotSTAR)**

Job Holder Reference:

No of Job Holders:

Agenda For Change: Band 6

2. JOB PURPOSE

This post will be working under the supervision of the Neonatal Service Lead and medical staff. In partnership with the multidisciplinary team, the nurse will plan, co-ordinate and undertake neonatal transfers as a member of ScotSTAR Neonatal Transport ensuring that the optimum service is delivered to critically ill infants, non-critical infants and their families. The post holder will have the skill set to enable them to work as a senior nurse within neonatal transport, covering the full range of duties and responsibilities expected of that role and including administrative support to ensure smooth running of the service.

To undertake agreed projects related to research, audit, practice and professional development in specialist area.

3. DIMENSIONS

ScotSTAR and Air Ambulance teams undertake approximately 3000 transport and retrieval missions per year, moving some of the sickest patients in the country.

ScotSTAR Neonatal transport exists to retrieve, stabilise and transfer critically ill infants to a tertiary intensive care unit for specialist care. This vulnerable population should be transferred by a specialist transport team to the tertiary centre with the ability to provide an appropriate level of care throughout the retrieval journey as well as ensuring patient safety at all times. As well as transferring critically ill infants there is a responsibility to safely move less critically unwell infants from neonatal units to the tertiary centres for MRI, scan or surgical intervention. There is also a cohort of infants that are moved by the teams from the tertiary hospital back to their base hospitals.

Neonatal transport is delivered from 3 sites within Scotland. There is a team based in Aberdeen, a team based in Edinburgh and a team based at the ScotSTAR base at Glasgow airport. There are approximately 1100 infants and children transferred by the ScotSTAR teams per annum.

The post-holder will spend the majority of their time engaged in the process of transferring infants both critical and non-critical from any NHS facility in Scotland. The remaining time is spent engaged in support activities, which contribute to the smooth running of the transport process.

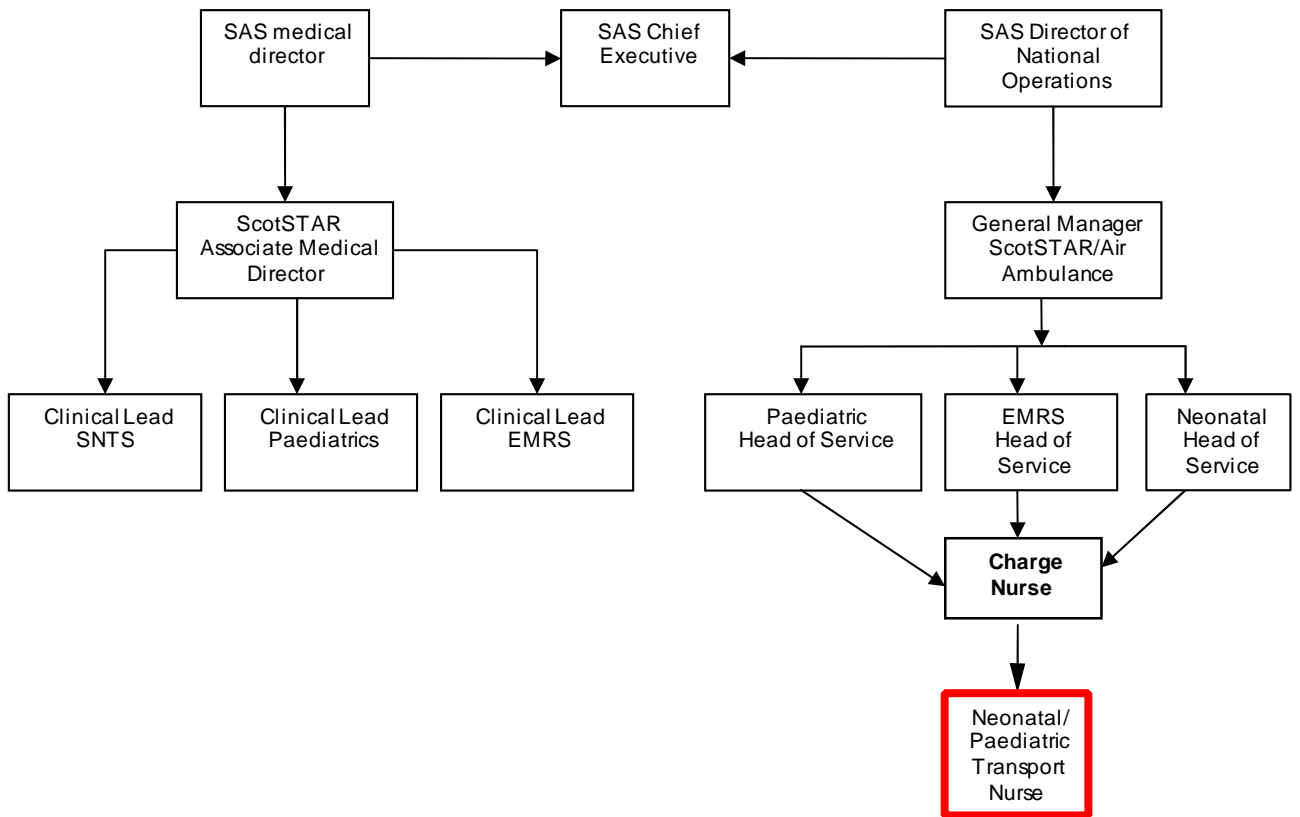
The post-holder will need to respond instantly to emerging crises as well as accommodate routine planned administrative work.

Transports typically last between 2 and 8 hours but on occasion can be longer and may be done by road ambulance or aircraft.

During a transport the post-holder will be working with Neonatal retrieval Clinicians/ANNP's and the team of dedicated drivers if it is a road transfer.

The post holder is not responsible for the transport budget but needs to be aware of the available financial resources and to work within the budget.

4. ORGANISATIONAL POSITION



5. KEY RESULT AREAS / RESPONSIBILITIES, TASKS AND DUTIES

Service Provision and Managerial

Identify opportunities where the service may be enhanced and initiate appropriate change mechanisms. Participate in the development of operational guidelines for neonatal transport and disseminate policy changes instigated by ScotSTAR.

Contribute to the monitoring of the effectiveness of neonatal transport by means of observational data collection. Ensure the standard and quality of patient care is assessed and improved through participation in clinical audit.

Be aware of cost implications of resources to ensure their efficient and effective use within the service. Have an awareness of the transport budget, and be involved with the evaluation of both supplies and capital equipment.

Participate in clinical governance, clinical effectiveness and risk management.

Provide an initial response to formal and informal complaints raised by patients and staff.

Education and Audit

Take a key role in transport related audit, working with the other transport team members to facilitate audit of Key Performance Indicator's (KPI), recognising the need for evidence based practise.

Maintain and develop own skills whilst fostering an environment of enquiry, education and support, which is responsive to service and clinical developments. Provide staff support through mentorship.

Demonstrate awareness of current developments in clinical practice, and actively support and participate in transport education programmes including expansion of clinical skills. This includes nationally approved transport education courses, local neonatal transport orientation programmes and stabilisation training.

In addition to local orientation and neonatal/paediatric life support courses the post holder is expected to undertake and be involved in transport specific education with the wider service.

Clinical

Provide dedicated nursing cover for the service, acting as a resource of specialised knowledge with regard to transport nursing.

Assist medical staff in the stabilisation of a critically ill neonate/child prior to transport.

Plan, implement and evaluate the needs of the child requiring retrieval according to national protocols and guidelines. Be the patient's advocate within the transport environment, practicing at all times within the NMC Code of Professional Conduct.

Comply with all local, directorates, divisional and national policies to ensure that safe working practices are maintained for patients and staff.

6. EQUIPMENT AND MACHINERY

The post-holder is expected to have a knowledge and ability to use all transport equipment and is responsible for checking, maintaining, trouble-shooting and identifying problems related to this.

Most equipment is specific to ScotSTAR Transport and used out with the hospital setting; therefore, the post holder must be able to troubleshoot if equipment malfunctions. Ensure that all equipment, including a dedicated vehicle, is stocked, functioning, and ready for use.

The post-holder will facilitate the trials and clinical evaluation of all new transport equipment.

This list is neither exhaustive nor exclusive.

Very Specific

Transport incubator, Transport trolley, transport ventilator, portable blood-gas analyser (including software updates), inhaled nitric oxide system (including cylinder, regulator and gas/environmental monitoring)

Ambulances (either dedicated or fleet vehicles) and clamps designed specifically to secure the transport trolley. Use of various power sources, e.g. Inverter/AC DC battery.

Helicopters and fixed wing aircraft – appropriate medical passenger training, appropriate safety knowledge as well as the loading and securing of the equipment.

Transport equipment bags and drug bags.

Protective clothing (immersion suits, life jackets, helmets with built in communications system).

Umbilical lines, arterial lines, central lines, chest drains and intubation equipment.

Specific

Portable multiparameter vital signs monitor (including invasive blood pressure and end-tidal CO₂), low-pressure suction, pulse oximeter monitor, oxygen cylinders, blood sugar analyser.

Generic

IV infusion pumps, pagers, mobile phones, personal computer, fire extinguisher for vehicle, fridge, needles, syringes and therapeutic drugs.

7. SYSTEMS

Email, Microsoft Office including Word, Excel, PowerPoint and Teams. Transport Database.

Maintain hand written patient records throughout a transfer in accordance with N.M.C. guidelines for records and record keeping.

Organise the archival and storage of paper copies of the transport documentation. Assist with the compilation of monthly activity figures.

Ensure that all transport journeys are documented on the transport database and subsequent statistics are accurate.

Be able to access both written and computerised patient records in the referring unit to record care given and to access medical discharge letters, summaries and laboratory results.

Maintain records for the daily checking of all transport equipment, including the calibration and quality control testing of near-patient testing equipment.

8. ASSIGNMENT, GENERATION AND REVIEW OF WORK

Long-term objectives will be agreed in collaboration with the Team Lead/ Head of Service through formal review meetings at 6 monthly intervals. These will be monitored and assessed on an ongoing basis.

Short-term objectives to be agreed with the Team Lead/ Head of Service on an on-going basis.

The post-holder will have a Professional Personal Development Plan, which is reviewed annually by the designated line manager. The post-holder will engage in ongoing personal reflective review of his/her own practice.

The post-holder will be willing to participate in informal case presentations and will be open to peer review of their practice by other members of the transport team in any resulting discussion.

Work is generated from all referring facilities within Scotland. On occasion work is generated by hospitals in England and Northern Ireland.

When a referral is received the post holder will discuss the best team composition with the transport consultant/clinician.

9. DECISIONS AND JUDGEMENTS

The post holder is expected to prioritise their own workload, anticipating problems or needs and responding to challenges as they arise.

Must collaborate with the clinical team to assign appropriate priority to referrals, responding to emergency requests immediately. Liaise with referring and receiving units with regard to bed availability. Liaise with ambulance control in regard to ambulance availability.

With respect to routine material resource management; must anticipate and respond to problems related to stock levels and supply of medical consumables.

Resolve problems relating to transport nurse cover, when necessary, seeking advice from the Lead Nurse

Think and act decisively in time sensitive situations.

Give clear guidance and direction to ambulance crews in relation to all aspects of the transfer.

Take any necessary action to ensure the optimal safety of the transport environment for the neonate and staff.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Present complex facts accurately and concisely through written and verbal mediums to transport colleagues and staff in receiving units, being involved in SBAR handover of patient to receiving staff.

Participate in communication within the transport team, through regular meetings and debriefings and through personal contact. Maintain an awareness of current trust and professional issues, imparting information to colleagues.

Liaise with the appropriate departments with regard to the teaching, maintenance and use of transport equipment which will be undertaken in conjunction with senior colleagues. Communicate with manufacturers and suppliers with regard to support, training and product development.

Practice in an unfamiliar clinical area and quickly establish a working professional relationship with staff, at all times representing the national transport service in a professional and courteous manner.

Communicate to parents and family the plan for and process related to their baby's transfer, sometimes under conditions of stress and urgency. On occasion may be required to accompany a consultant when bad news is being given, and thereafter to support the family (e.g. where the decision is not to move the child).

Give clear guidance and direction to drivers and ambulance crews in relation to safety aspects and urgency of the journey, including decisions related to the use of lights, sirens and police escorts.

Be aware of position within the framework of a national service and seek to foster close collaborative relationships with colleagues in the other regions.

Enter into close collaborative working relationships with a small group of practitioners, maintaining a high standard of clear and safe communication after extended periods of time together in adverse working conditions.

11. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB

Dealing with emergency situations in physical isolation for extended periods of time.

To be able to provide care to the same standard of an intensive care unit in the hostile environment of an ambulance, which may be travelling at speed or in a helicopter or fixed wing aircraft.

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

Physical skills

Entering or exiting an ambulance, fixed wing aircraft or helicopter and working within a confined space for prolonged periods of time.

IV infusion set up, administering IV drugs and neonatal/paediatric life support (bag and mask ventilation and cardiac massage).

Manual dexterity is vital as the patient group varies from extremely small to the older adolescent and procedures can become more difficult (e.g. passing nasogastric tubes, securing endotracheal tubes, blood sampling.)

IT skills including Outlook, Microsoft Office software and databases.

Physical effort

As part of the team, including the ambulance service staff, the moving and manoeuvring of the Transport incubator/trolley in wards, corridors and vehicles. Moving the equipment is restricted between the mode of transport and the ward/unit.

Carrying supplemental equipment in the form of backpacks and equipment bags.

Working whilst wearing heavy and restrictive protective clothing (i.e. immersion suits, helmets, life jackets) and physically restricted by seatbelts or harnesses.

Work rostered shifts. There may be a need to do the occasional on call.

Mental effort

Monitoring critically ill neonates while moving through hospitals or in a moving ambulance/aircraft.

Administering IV drugs to a baby out with a Neonatal Intensive Care Unit. There are no standard doses as each is calculated for individual patient weight therefore, there is a greater potential for error.

Potentially working for a prolonged period of time, concentrating on a critically ill baby with only the transport team available.

Retention of knowledge and communication of complex information within a hostile environment.

Emotional

Communicating with and supporting families whose baby is critically ill and requires intensive care management.

Retrievals can be an isolating experience, taking place over long distances and extended periods of time.

Workload is unpredictable and may require journeys at short notice and out with the normal working day.

There can be a prolonged experience of stress when transferring a sick or deteriorating baby/child. Staff may not be able to remove themselves from stressful situations due to the confined nature of the transport environment.

Tense situations increase the risk of verbal or physical abuse from families and staff may not be able to remove themselves from the area due to the confined nature of the transport environment.

Environment

Contact with body fluids.

Staff that work in ambulances and aircraft are exposed to extremes of temperature, periods of sustained noise / vibration and conditions of low light / poor visibility.

Nausea and travel sickness may be experienced.

Potential exposure to Nitric Oxide and Nitrogen Dioxide fumes in an enclosed space.
Adverse weather conditions.

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

1st level registered nurse (child) with current registration plus 2 years' experience post Neonatal Intensive Care qualification and relevant experience demonstrating the appropriate competencies and skills for the job.

1st level degree (or working towards).

Recent experience in intensive care.

Recent experience in transport (desirable).

Qualified in specialty (Neonatal Intensive care Qualification).

Competent in nursing patients requiring: ventilation including HFOV, nitric oxide, the administration of emergency drugs, inotropic support and IV drug infusions.

Demonstrates a commitment to continuing professional development.

Evidence of an established interest in Transport.

Team building skills and the ability to motivate others.

Self-motivated and able to manage own time.

Effective communication skills are essential.

Basic IT skills.

PERSON SPECIFICATION FORM

Job Title:- Neonatal Transport Nurse

Department:- ScotSTAR

Qualifications	Essential (√)	Desirable (√)
Registered Nurse/Midwife (Child)	Yes	
Degree Level	Yes	
Qualified in speciality	Yes	
APLS/EPLS/NLS/SMMDP Provider		Yes
Experience	Essential (√)	Desirable (√)
Evidence of ongoing professional development	Yes	
Experience in neonatal intensive care	Yes	
Previous transport experience		Yes
Ability to organise teaching activities	Yes	
Proven record of teaching activities		Yes
Behavioural Competencies	Essential (√)	Desirable (√)
Ability to work autonomously	Yes	
Excellent communication skills	Yes	
Positive and pleasant attitude	Yes	
Organisational skills	Yes	
Leadership and team building	Yes	
Other	Essential (√)	Desirable (√)
Flexibility to suit the demands of the job	Yes	
Resource awareness	Yes	

13. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

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