## JOB DESCRIPTION

Job Holder Reference:

###### JOB TITLE: Charge Nurse GENERIC JOB DESCRIPTION: YES

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| JOB DETAILS | | | | | | | |
| **Department: Critical Care** | | | **Directorate: SGUH** | | | | |
| **Division: GG&C** | | | **Date June 2015** | | | | |
| JOB PURPOSE AND DIMENSIONS | | | | | | | |
| Use specialist skills and knowledge to assess, plan, implement and evaluate care for critically ill patients. The post holder will carry this out without supervision, using agreed preset parameters within local guidelines.  Use highly developed interpersonal skills, to manage patient care on a shift basis.  Provide support, supervision and education to all members of staff working within Critical Care.  To provide a critical care outreach and High acuity service to patients within BWoSCCC | | | | | | | |
| ORGANISATIONAL POSITION | | | | | | | |
| Clinical Service Manager  Lead Nurse Cancer Consultant Nurse    Senior Charge Nurse Team Leader CCO& HAU  BWoSCC  Charge Nurse (This post Band 6)  Staff Nurse  Health Care Support Worker | | | | | | | |
| MAIN TASKS, DUTIES AND RESPONSIBILITIES | | | | | | FREQUENCY | |
| **CLINICAL** Using specialist skills and knowledge, plans individual patient care and supervises others assessing, planning, implementing and evaluating care.  Utilises specialist equipment and therapies to support and care for patients with multi-organ failure.  To work within the Nursing and Midwifery Council (NMC) Code of Professional Conduct and all other guidelines.  Using specialist skills, knowledge and experience to troubleshoot all specialist Critical Care equipment.  To participate in ward round, huddle and clinical handovers, providing up to the minute information on each patient’s nursing and medical progress. To actively discuss and aid in decisions regarding treatment plans and goals whether facilitating patient recovery or ensuring a dignified death.  To ensure safety of all patients and staff by being available to respond to clinical emergencies, adverse incidents, or unpredictable events whilst prioritising the needs of other patients and staff appropriately.  Provide clinical leadership, role modelling and influence clinical decision making to ensure patient safety for patients developing critical illness (BWoSCC)  Working autonomously and acting as a resource at the point of need, provide critical care support to a defined patient caseload (deteriorating patients) both within HAU and BWOSCC.  Commence and maintain critical care interventions out with the critical care environment (BWoSCC)  Support deteriorating patient work stream within BWoSCC **MANAGEMENT** To co-ordinate and be responsible for the safe and efficient management of the unit / HAU and support the care of any patients identified to the CCO whilst on duty in either QEUH or BWoSCC.  To be aware of and comply with local, organisational and national policies and to ensure these are being adhered to.  To manage efficiently the use of resources, including the use of staff overtime, specialist agency nurses, drugs, equipment, stores and supplies.  To assist the senior nurse in leading and monitoring the performance and work of the nursing team.  Participate in the development of the research/clinical audit tools and plans for Critical Care Outreach and High Acuity Service  Promote the development of a flexible and skilled nursing workforce.  In conjunction with the Team Leader ensure that the nursing resource is utilised efficiently and effectively by managing duty roster/sickness absence and the use of additional hours i.e. bank . **EDUCATION** Provides teaching, guidance, supervision and support for staff, acting as a resource, advisor and role model to colleagues in the delivery of care.  To supervise, mentor and teach student nurses and nurses new to Critical Care, and support BWoSCC nurses to develop a defined critical care skill set  To maintain an extensive knowledge of critical care by participating in on-going education and continuing self-development, including reflective practice of own performance.  To support development of evidence-based practice within Critical Care.  Provide formal and informal education for staff relating to critical care **HEALTH AND SAFETY** To comply with Health and Safety policies and procedures and to ensure staff and patient safety by adhering to these and to aid in implementation of any new policies to improve safety for patients and staff.  To ensure the safe and correct use of critical care equipment by all staff. | | | | | |  | |
| EQUIPMENT AND MACHINERY | | | | | | | |
| Please describe any machinery and/or equipment used in the job: ( this is not an exhaustive list)  Invasive & Non-invasive ventilation equipment.  Airway adjuncts including endotracheal / tracheostomy tubes, oral / nasopharyngeal airways and ambubags.  Monitors.  Haemofiltration machine.  Nutritional pumps.  Volumetric pumps.  Syringe pumps.  Blood gas analyser  Blood glucose and coagulation devises  Needles / syringes and blood sampling bottles  Suction equipment  Manual handling aids including hoists, boards and slide sheets.  Pressure mattresses and beds.  Resuscitation trolley  CCT6 / M | | | Give brief description of use of each item used:  Provision of respiratory support for patients who may or may not be able to breath unaided  Used to continuously monitor cardiovascular parameters including heart rate and rhythm, blood pressure, central venous pressure, pulmonary artery pressures and oxygen saturation.  Renal support which replaces the function of the kidney if working within Critical Care.  To provide enteral feeding for patients unable to eat.  Used to deliver accurate doses of accurate medication, volumes of fluid and blood and intravenous nutrition.  Provides precise drug administration.  A biochemical machine which analyses blood samples to assess patient’s respiratory and metabolic condition.  To accurately analyse blood samples that will influence treatment.  Preparation and administration of drugs and obtaining blood samples for analysis  Clearing respiratory secretions  Lifting /positioning patients.  Patient comfort / care.  Emergency life support trolley enabling defibrillation / airway management and emergency drug administration. Including difficult intubation trolley | | | | |
| SYSTEMS | | | | | | | |
| Please describe any system used in the job  Patient nursing/medical notes and observation charts. Including Electronic Patient Information systems  Laboratory results  Auto issue blood bank.  Hospital paging system  Bank nurse system.  Staff rotas/ weekly change sheet.  Computers | | | Give brief description of use of job holder’s role in relation to each system:  Documentation of patient information.  Recording patient progress/ reports / results  Accessing lab results.  Accessing blood supplies if working within Critical Care.  Contacting staff out with area, urgently.  Provide information to nurse bank and wages department.  Used to check correct staff on duty, forward planning and providing information to SSTS.  Personal and professional development and contributing to quality improvement strategies/clinical audit. | | | | |
| DECISIONS AND JUDGEMENTS | | | | | | | |
| Please describe the nature of supervision of the job, areas of discretion, and typical judgements made in the course of the job  Organises and manages own time and that of other staff to maintain continuity of care for patients and relatives.  Decides on allocation of staff to patient for each shift, taking into account staffs’ experience, support and supervision requirements and complexity of patient’s problems and equipment being used.  Review shift rota deciding whether staff resources meet clinical demands safely and effectively.  Decisions made in conjunction with medical consultant on management of beds within Critical Care.  Use specialist skills, knowledge and experience to make unsupervised assessments evaluations and adjustments of therapies on all patient’s, within recognised parameters following interpretation of patient observations.  Uses own initiative and acts independently within the bounds of existing knowledge and skills  Exercises the ability to challenge any interaction, which fails to deliver a quality service to external and internal customers. | | | | | | | Frequency:  Frequently |
| COMMUNICATIONS AND RELATIONSHIPS | | | | | | | |
| Who post holder communicates with:  Nursing Staff / AHP  Medical Staff  Peers/senior staff  Student nurses  Admin / Clerical staff  Patients and relatives  Pharmacy / Medical physics staff  Visiting teams  BWoSCC | | What communication is about:  Patient related clinical and managerial issues / information / concerns /conflicts.  Clinical and managerial issues  Specialised care  Requesting services and advice.  Often complex emotional and sensitive information  Requesting services, advice and expertise.  Providing information required to the team  Providing critical care support to specialist oncology and haemoto-oncology MDTs | | | Any difficulties encountered:  Time factors / differing clinical priorities.  Differing expectations and opinions.    Time and availability.  Anxiety of student  Limited access out of hours.  Inability to communicate verbally and non-verbally, poor understanding and lack of acceptance.  Unrealistic exceptions.  Advice not been adhered to.  Differing priorities of others.  Patient centred approach  Limited access out of hours  Gathering information and providing time to the team, whilst having clinical commitments and competing pressures  Forming professional relationships and supporting clinical decision making where there are differing clinical opinionss | | |
| PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB | | | | | | FREQUENCY | |
| Physical skills: | Manual handling skills required for moving critically ill and unconscious patients.  Using manual dexterity in preparation and administration of intravenous drugs, infusions and management of venous and arterial access lines.  Dexterity and co-ordination in using specialist equipment and therapies.  Wound care technique. | | | | | ALL FREQUENTLY  FOR SEVERAL SHORT PERIODS | |
| Physical effort: | Moving of equipment in restricted spaces  Moving and positioning of unconscious patients.  Prolonged periods of standing.  Bending and stretching in confined and awkward spaces.  Manual handling of awkward and heavy infusion bags involving low bending and stretching above head height. | | | | | ALL FREQUENTLY  FOR SEVERAL SHORT PERIODS | |
| Mental demands: | Constant interruptions throughout shift to deal with wide and varying, unpredictable and emergency situations involving staff, patients, relatives and others.  Supervising of agency staff.  Supporting staff at all levels.  Prolonged requirement for intense concentration.  High level of analytical ability.  Complex calculations of drugs.  Long shifts.  Dealing with death / end of life issues.  Dealing with frustrated, agitated, confused and unconscious patients.  Dealing with distressed, angry, confused relatives.  Working under pressure to achieve tight guidelines.  Mastering of specialised complex equipment.  Multitasking and constant prioritising | | | | | ALL FREQUENTLY | |
| Emotional demands: | Fulfilling the role of clinical expert.  Providing emotional support for staff.  Dealing with complaints from staff, relatives and other departments.  Managing potential disciplinary procedures.  Dealing with withdrawal of treatment decisions, death, organ donation issues  Extended visiting hours.  Constant prioritising and multi-tasking.. | | | | | ALL FREQUENTLY | |
| Working conditions | Exposure to and dealing with unpleasant sights, smells, body fluids and  potential risk of infection.  Providing critical care during transfer | | | | | ALL FREQUENTLY | |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | | | | | | | |
| Adapting to quickly changing situations.  Maintaining motivation of self and staff in dealing with frequent bereavement.  Constant breaks in concentration to deal with other issues regarding the day to day management within Critical Care.  Motivate and encourage development during periods of differing activity within Critical Care.  Supporting clinical decision making where there is a diversity in clinical opinions while maintaining professional relationships and ensuring patient centred care  Supporting frank conversations relating to end of life care with patients and relatives | | | | | | | |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | | | | | | | |
| Training and/or qualification(s) required:  1st level nurse with 3yrs experience in Critical Care.  Post basic study in relevant Critical Care course/modules  Reliable, flexible, demonstrate evidence of interpersonal and leadership qualities. | | | | | | | |
| **JOB DESCRIPTION AGREEMENT** | | | | | | | |
| Job Holder’s Signature:  Staff Representative’s Signature:  Head of Deparment’s Signature: | | | | Date:  Date:  Date: | | | |