#### **JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION |
| Job Title: | **Trauma Liaison Nurse**  |
| Responsible to (insert job title):  | **Lead Trauma Liaison Nurse / Educator**  |
| Department(s):  | **Orthopaedic Unit** |
| Directorate:  | **Surgical Services** |
| Operating Division: | **NHS Ayrshire & Arran** |
| Job Reference: |  |
| No of Job Holders: Last Updated: | **1****19 November 2021 (new post)** |
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| 2. JOB PURPOSE |
| The purpose of the Trauma Liaison Nurse Service within NHS Ayrshire & Arran is to provide an equitable service for patients that ensures the individual needs of all our patients are met, creating a seamless experience for all trauma patients. The role of Trauma Liaison Nurse will be pivotal to the success of the new NHS Ayrshire and Arran Orthopaedic Trauma Service centralised at UHC.The Trauma Liaison Nurse will provide a trauma nurse specialist service as part of the Orthopaedic Trauma Team by working closely with the orthopaedic medical team, orthopaedic advance nurse practitioners, emergency department team and ward based teams. This multi-disciplinary approach will enhance communication and co-ordination between multidisciplinary team members to ensure that patients receive the most appropriate care as early as possible and to the highest quality. 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 orthopaedic trauma patients working within the professional standards held in the NMC Code of Professional Conduct.The post holder will be integral to the ongoing clinical governance of the NHS Ayrshire & Arran trauma service through participation in audit, quality assurance programmes as well as contributing to the teaching of staff within the orthopaedic trauma unit. |

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| **3. DIMENSIONS** |
| * The post holder will work within the Orthopaedic Trauma Department 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 provide leadership, guidance as well as demonstrate clinical and operational skills to staff.
* The post holder will provide assistance to the Lead Trauma Liaison Nurse / Educator and wider orthopaedic management team in the implementation of implementing trauma admission, rehabilitation and discharge pathways integral to the overall co-ordination of NHS Ayrshire & Arran Trauma Service.
* 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.
* UHC is the local trauma unit devised as part of the newly developed West of Scotland Major Trauma Network which includes major trauma centre based at QUEH in Glasgow, where patients will flow to and from as their clinical condition indicates.
* The trauma unit comprises two wards with total bed footprint of 65 beds and also includes GP Assessment area based in outpatient department.
* The post holder will have a key role within be the trauma team responsible for improving performance against a number of specific measures within the annually assessed Scottish Standards of Care for Hip Fracture Patients and the Scottish Hip Fracture Audit.

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| 4. ORGANISATIONAL POSITION |
| General Manager (Surgical)Clinical Nurse Manager (Surgical) Lead Trauma Liaison Nurse / Clinical Educator Post Holder |

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| 5. ROLE OF DEPARTMENT |
| * The overall role of the department is to meet the needs of patients requiring orthopaedic trauma care within NHS Ayrshire & Arran. 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 which provides learning opportunities within a stimulating environment where staff can flourish.
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| 6. KEY RESULTS AREAClinical* To have day to day oversight of all orthopaedic trauma flows, ensuring patients receive right treatment at the right time. This will include requirement of close liaison with emergency department, orthopaedic assessment unit, orthopaedic wards, theatres, COMs and management teams.
* To be actively involved in the preparation of patients for emergency/trauma surgery i.e. blood investigations, ECG, X-rays.
* To be an autonomous practitioner within the Orthopaedic Trauma team, identifying effective care pathways from admission to discharge ensuring the delivery of appropriate, patient focused care.
* To work alongside the attending consultant, trainee doctors and Orthopaedic Advanced Nurse Practitioner, to ensure adequate preparation for daily trauma meetings i.e. relevant information written on board/e-trauma portal, X-rays available for review, preparation of provisional trauma list.
* To work with theatre personnel including the theatre co-ordinator to ensure optimum utilisation of trauma theatre lists.
* To liaise with the anaesthetic team and keep them informed of any developments which may influence overall surgical management.
* To work alongside the receiving consultant to ensure he is kept up to date with all referrals, inter hospital transfers or other unscheduled admissions via Emergency Department or GP Assessment Area.
* Liaise with Laboratory and Allied Health Professionals – Ensure all investigative results, blood products, X-ray etc. are available and report any abnormalities to appropriate medical personnel.
* Assessment of patients via virtual Fracture Clinic.
* Liaise with designated ward, AHP and pharmacy teams to optimise patient from through admission, rehabilitation and discharge phases in a timely manner.
* To enhance own skills and knowledge in areas of venepuncture, cannulation and basic ECG interpretation.

**Professional / Educational*** To assist in the delivery of educational talks and teaching sessions relating to trauma and orthopaedic care to all grades of health care professionals.
* To be involved in teaching and support of nursing students and newly qualified nursing and medical staff.
* To develop own skills and knowledge be keeping up to date with clinically based research and education.
* To develop own skills and competency by attending relevant study days.
* To enhance own skills and knowledge in areas of venepuncture, cannulation, basic EGG interpretation.
* To receive in-service training from Trauma Consultants, Lead Trauma Liaison Nurse/Educator, Orthopaedic Advanced Nurse Practitioners and wider Orthopaedic team.

**Audit and Research*** To provide Scottish Audit Nurse with data and relevant information pertaining to the current audit cycle.
* To participate in National Hip Fracture audits and research pertinent to trauma/ orthopaedics whilst collating and utilising relevant data to drive improvements.
* Keep up to date with current research and audit as it relates to trauma care.
* Develop specialist protocols and policies regarding all aspects of the Orthopaedic Trauma Service.
* Contribute to the development of a framework of working practice for the Trauma nursing team to meet clinical standards.

**Health and Safety*** Ensure risks to patients are identified through the use of the Clinical Incident Reporting System.
* Take necessary precautions to reduce the risks of exposure to hazardous substances including body fluids and tissue specimens.
* Participate in the identification of risk and risk management strategies, incorporating these through nurse management, to the risk register.
* To keep abreast of changes in Health and Safety Legislation and policies.
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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
* Hoist
* Encore
* Stand aid
* Taurus frames.

**Generic*** Glucometer
* Oxygen delivery systems
* Infusion devices
* Enteral feeding pump
* Electric bed
* Tympanic thermometer
* Hoist
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| **7b. SYSTEMS** |
| * Computer systems – Trakcare and PACS – To request and obtain blood results, give presentations, produce theatre lists, data base.
* Obtain visual images (X-rays) from satellite hospitals, which can be viewed and patient management planned.
* Digital Camera – To obtain with the patient`s consent, a photograph of a wound which can be viewed and assessed by the surgeons, reviewed without the need to disturb the wound dressing and therefore minimise exposure to infection.
* ECG Machine
* On a daily basis: maintenance of a paper or electronic based trauma patient record system.
* Frequent use of electronic results reporting system.
* Completion of SSTS rostering system.
* Patient assessment systems relevant to specialty e.g. patient dependency scoring, pain or sedation scoring, NEWS, single shared assessment paperwork and ongoing patient referrals to partnerships or Primary Care Providers.
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Workload is generated by the clinical activity within and outwith the unit by service developments and advances in practice and research.
* Self-directed in line with key result areas and locally agreed objectives being able to recognise these and seek appropriate guidance.
* Review will be annually by formal performance appraisal, personal development planning and objective setting.
* Line management responsibility to the Lead Trauma Liaison Nurse / Educator
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| **9. DECISIONS AND JUDGEMENTS** |
| * Use specialist knowledge and clinical judgement to optimise the patient pathway at every stage and minimise length of stay within the Orthopaedic Trauma Unit.
* Use clinical judgement to order and carry out blood investigations, ECGs and X-rays.
* Use clinical judgement to refer patient or have patient reviewed by appropriate personnel to avoid unnecessary admission to hospital.
* Use clinical judgement when viewing and discussing patients who have attended virtual clinics.
* Be accountable for team decision making, including responsibility for the identification, prioritisation and management of all referred patients.
* Work under direction of line manager, largely working independently, accessing supervision and independent performance and review as required.
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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.
* Ability to work with senior clinicians with differing views / priorities and have confidence to negotiate / reach resolution in patients best interests.
* Prioritising and effectively managing workload given the competing demands.
* Dealing with violence, aggression and abusive behaviours.
* Changing and adapting to new situations and strategies.
* Ensuring a multi-disciplinary and multi-agency approach to each individual patient pathway to optimise efficiency of available resources in complex care packages.

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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 in 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 expected treatment due to cultural, language, physical or learning disability.
* Frequent requirement to receive and communicate complex information tactfully.
* Respond to incidents / complaints as they arise. Provide statements / reports as requested by the senior nursing team.
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical*** 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.
* 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*** There is a need for high levels of concentration and for absolute accuracy when undertaking clinical and managerial tasks.
* At all times maintain safety of staff and patients.
* There is a need for accuracy particularly when regarding the ensuring delivery of safe and effective patient pathways.
* Frequent requirement for concentration as the work pattern is unpredictable ie 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.
* 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 contribute to management of complaints.
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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.
* Diploma/Degree in relevant subject or equivalent.
* Demonstrate high level specialist clinical knowledge and skill underpinned by theoretical knowledge and relevant practice.
* Initiate appropriate actions / interventions through assessing patients and analysing a range of clinical parameters, utilising complex clinical decision making skills;
* Demonstrate experience in audit/research/improvement methodology.
* Working knowledge of NHS Ayrshire & Arran’s Policies and Procedures;
* Ability to keep relevant skills / knowledge updated and documented;
* Excellent communication, interpersonal and negotiation skills.
* Be able to supervise and provide a mentorship role to students and junior staff.
* A commitment to lifelong learning and demonstrate evidence of continuing professional development;
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