# JOB DESCRIPTION

|  |
| --- |
| 1. **JOB IDENTIFICATION**   **Job Title:** Team Lead Band 6 Charge Nurse – Main Theatre Recovery base, to support patient flow.  **Department(s): In Patient Theatres RAH**  **Job Reference number (coded ):** |
| 1. **JOB PURPOSE**  * To work within the nursing and multi-professional team to ensure a high standard of person-centred care to patients in the peri operative environment. Competently perform the necessary technical/invasive/physical/psycho-social aspects of care for these patients * This post is to support all specialities within the recovery environment, with a particular focus on theatre flow. * The department is a busy unit consisting of 9 operating theatres and a 12 bed recovery area, with all of the elective theatres working 5 days a week. The department has a team of skilled staff and are encouraged to develop in at least 2 out of 3 areas (anaesthetics, recovery and scrub). * Surgical specialties include general surgery, urology, gynaecology, ENT and orthopaedics both elective and trauma. * The department is staffed 24/7 requiring staff to work a combination of day shift, night shift and weekends. During the day at weekends there are 2 teams of staff to enable both a CEPOD and trauma theatre to run at the same time. * Act as deputy to SCN for Recovery and emergency flow coordinator. * Ensure an effective delivery of nursing care is provided to patients and that an acceptable standard is maintained. * Provide, through Divisional policies, a safe environment for the treatment of patients and protection of staff. * Participate in Practice Development Programmes as required. |
| **3. ORGANISATIONAL POSITION**  Lead Nurse  SCN  Band 7  Staff Nurse  Band 6  Staff Nurse  Band 5  Health Care Support Worker  Bands 2 - 4 |

|  |
| --- |
| 1. **SCOPE AND RANGE**      * + Lead in the setting, implementation and evaluation of standards of nursing practice to deliver person-centred care.   + Supervise registered and non-registered staff.   + Regularly lead a team of nurses.   + Contribute to the monitoring and management of the ward/department budget.   + Responsible to the SCN for clinical guidance, working within the KSF and PDP process.   + Participate in Unit/Hospital cover arrangements when required. |
| 1. **KEY RESULT AREAS**   **Clinical**   * + Provide clinical leadership for the assessment of patient needs, implementation and evaluation of programmes of person-centred care which are evidence based. Utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others.   + Maintain patient records in line with NMC guidelines for records and record keeping.   + Contribute to provision and monitoring a safe, clinical environment.   **Professional:**   * + Practice within the legal & Ethical framework as established by Nursing Midwifery Council (NMC) and National Legislation to ensure patient interests and well being are met.   + Work within the National Health Service (NHS), NHS Greater Glasgow & Clyde and Health & Safety Executive (HSE) Legislation, Policy, Guidelines and Procedures.   + Empower patients to take responsibility for their health, well-being and future lifestyle by practising in an open transparent and inclusive manner, thereby ensuring patients have the relevant information to participate in decisions about their care.   **Education and Research/Audit:**   * Provide an appropriate learning environment in line with NES Quality Placement   Standards.   * Ensure completion of clinical appraisals for pre and post registration nurses and health care support staff. * Participate in performance appraisal in line with policy * Demonstrate own professional development. * Support and identify research/clinical audit priorities in conjunction with relevant professional groups. * Support and contribute to the development of other registered nurses.   **Organisational/Managerial:**   * Organise own time and that of junior staff and learners, providing an effective leadership role * Ensures effective management of resources including stores supplies, pharmacy and maintenance of equipment. * Lead and develop the nurses in the team and support the MDT   + In conjunction with the SCN 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   + Participate in the recruitment and selection process.   + Share personal professional objectives with staff and participate in the KSF and PDP process.   + Contribute to the wider corporate agenda. |

|  |
| --- |
| 1. **SYSTEMS AND EQUIPMENT**  * Must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.   + The post holder is responsible for inputting information into electronic patient record where applicable and also into patients written records. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records   + Knowledgeable of medical devices and all other equipment used in their clinical environment   + Ability to maximise the use of Information Technology to benefit personal development and patient care. |
| 1. **DECISIONS AND JUDGEMENTS**    * Uses own initiative and acts independently within the bounds of existing knowledge and skills.    * Initiate and follow through appropriate procedures when a breach of policy occurs.    * Assist in the development of action plans to address any system failures.    * Has access to a supervisor on an ongoing process.    * Demonstrates sound judgement in assessing and delivering person-centred care    * Demonstrates the ability to challenge any interaction, which fails to deliver a quality service to external and internal customers.    * Performance is monitored on an ongoing basis and is appraised annually |
| **8. COMMUNICATIONS AND RELATIONSHIPS**   * Engage in effective communication with patients, relatives and visitors * Effective verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical area. * Provides support, empathy and reassurance in the delivery of patient care * Contribute to a supportive environment in the interest of staff morale and effective team working. * Develop external professional networks which promotes both the profession and organisation. |
| 1. **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**  * Moving and handling of patients, ranging from self caring to total dependence. * Moving and handling of ward equipment. * Walks/ stands for most of the shift. * Exposure to body fluids/therapeutic products. * Exposure to DSE for long periods |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  * Performing mentally challenging tasks whilst being constantly interrupted by outside influences such as other staff members, relatives and the phone. * Achieving a balance of delivering person-centred care within existing resources. * Communicating and supporting distressed/anxious/worried relatives /patients/colleagues. * Dealing with verbally abusive patients and members of the public. * Leading, developing and motivating a team in a challenging clinical environment. |
| **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   * Registered Adult Nurse /ODP with a minimum of 3 years post registration experience is desirable. * Educated to degree level is desirable * Evidence of continuing professional development is essential * Post registration qualification/significant relevant experience in specialty is essential * Ability to fulfil criteria outlined in the job description. * Excellent leadership and communication skills. |