

## JOB DESCRIPTION TEMPLATE

### 1. JOB IDENTIFICATION

Job Title: Deputy Charge Nurse (Band 6)

Responsible to: Senior Charge Nurse

Department(s): Ward 118 & 116 (RIE) - General ICU/HDU

Directorate: Critical Care

Operating Division: LUHD - Anaesthetic, Theatres and critical Care Directorate, DATCC

Job Reference: 209844

### 2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, evaluation of care plans, ensuring the delivery of high quality care to patients. In the absence of the ward managers the post holder, on a rotational basis with other band 6 nurses, will have continuing responsibility for the management of a ward area including supervision and deployment of staff.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

### 3. DIMENSIONS

The post holder's primary post will be within ward 118 & 116 - a 42 bedded critical care unit/ mixed ICU/HDU.

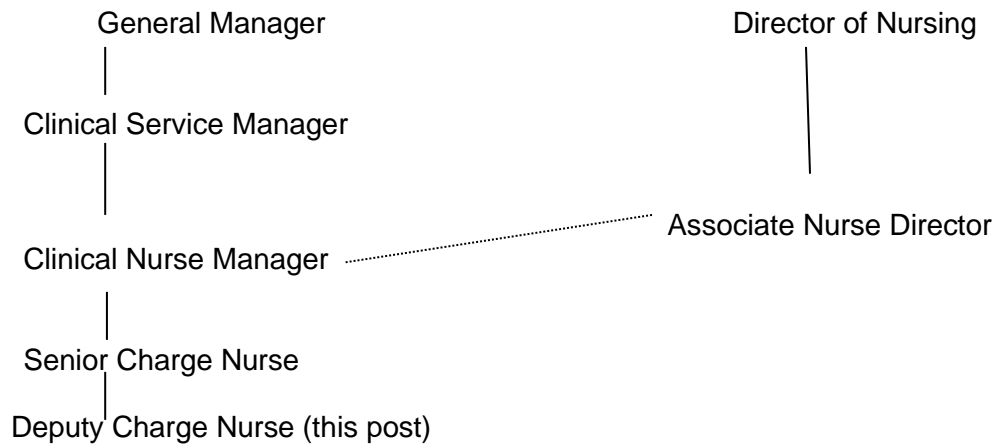
In the absence of the Band 7 nurses, the post holder has management responsibility for critical care and the nursing staff who are on duty for the duration of the period of the Band 7 nurses' absence. Key staff that the post holder will interact with includes Clinicians, Management, Support Services, Social Services, and Education Staff, Health and Safety and Risk Management.

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

The post holder will have junior staff/learners reporting to them on patient care.

The post holder will supervise junior members of staff, learners, patients and carers.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The Directorate of Critical Care provides adult General ICU and HDU on the Royal Infirmary of Edinburgh (RIE) site, General ICU, Level 2 HDU, Level 1 Surgical HDU and a Community High Dependency Service at the Western General Hospital (WGH).

The services on both sites are consultant led. A highly skilled multiprofessional team delivers quality care.

The national contract for Liver Transplantation , Thoraco-Abdominal Aortic Aneurysm & Neurosciences are based on that RIE site, however this site also admits patients from all other specialties.

The major upper GI surgery service for Lothians is based in the RIE.

The colorectal surgery service for Lothians is based on the WGH site

The regional burns and plastics centre is based on the St Johns Hospital site

## **6. KEY RESULT AREAS**

### **Professional**

Practice at all times within the Nursing and Midwifery Council Code of Professional Conduct

Develop the role by using evidence-based practice and continuously improve own knowledge.

### **Clinical**

Ensure individualised care plans are in place for all patients in the designated clinical area.

Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

Ensure effective communication processes are in place to meet the needs of patients, relatives and other members of the multidisciplinary team.

In support of the Ward managers ensure that all nursing staff are aware of, and work within, local, directorate and Division policies and procedures to ensure that safe working practices are maintained for both patients and staff.

Propose and develop policies/procedures and working practices within clinical area and ensure they are implemented.

Responsible for ensuring the agreed standard of patient care is delivered during span of duty and is monitored through participating in clinical audit.

Where relevant be involved in research programmes within the clinical area and disseminate findings of relevance to the multidisciplinary team.

### **Managerial**

Effectively and efficiently manage and forward plan the use of the nursing resource to ensure that appropriate skill mix is maintained at all times.

In the absence of the ward managers assume responsibility for the management of daily operational responsibilities in the ward including work allocation, deployment and supervision of staff to ensure smooth running of the ward.

Lead, support, counsel and appraise junior grades of staff to ensure development needs are identified and a cohesive multidisciplinary team approach is maintained.

Lead specific allocated projects regarding future service development changes.

Ensure patients property and valuables that are received by the ward for safekeeping are secured and processed as division policy.

Ensure that equipment (both disposable and non-disposable) is maintained and stock managed within the available financial resource.

Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate. In the absence of the Ward Manager, may be required to investigate and respond to the Patient Liaison Officer.

Support the Ward Managers in nursing team development.

**Education**

Undertake teaching of registered and non-registered staff, including pre and post registration students, and participate in the implementation of staff personal development plans.

Implement personal development plans, for an identified group of staff, to facilitate and meet ongoing educational and clinical needs. These plans are ultimately agreed with a Ward Manager.

Deliver teaching in internal / external study programmes.

Maintain up-to-date clinical skills and knowledge for delivering care to the identified group of patients.

## 7a. EQUIPMENT AND MACHINERY

Post holder is expected to have knowledge and ability to use all equipment used in the area however may not have daily clinical involvement.

### Critical Care Equipment

What	Use
Cerebral function analyser monitor (CFAM)	Machine to monitor cerebral function
Intra cranial pressure (ICP) monitoring	Machine to monitor pressure in the brain
Electroencephalograph (EEG)	Machine to assess electrical brain activity
Electrocardiograph (ECG)	Machine to assess electrical heart activity
Intra aortic balloon pump (IABP)	Machine to assess pressure in the aorta
Central venous pressure monitoring (CVP)	Machine to assess the central venous pressure
Arterial pressure monitoring	Machine to assess invasive blood pressure
Ventricular assist device (VAD)	Device used occasionally to assist ventricular activity
Non - invasive monitoring	Machine to assess non invasive blood pressure, oxygen saturations and temperature
Pulmonary artery pressure monitoring	Machine to assess pulmonary artery pressure
Jugular bulbar monitoring	Machine to mixed venous oxygen saturation
Transoesophageal Doppler	Machine to monitor cardiac output
Cardiac output monitor	Machine to monitor cardiac output via pulmonary artery catheter
Doppler	Machine to locate blood vessels
Compartment monitor	Machine to monitor intercompartment pressure
Blood warmers	Machine designed to heat blood prior to administration
Warming/cooling blankets	Machines to increase/decrease body temperature
Invasive ventilator	Machine designed to assist respiration by connecting to an endotracheal tube that is inserted into the patient's lungs
Non-invasive ventilator CPAP BiPAP	Machines designed to assist respiration by connecting to a mask or tracheostomy
Intermittent positive pressure ventilators (BIRD)	Machine to promote lung function
Air compressors	Machine to deliver nebuliser therapy in areas without piped air
Intubation equipment	Equipment used to initiate artificial respiration
High/low pressure suction equipment	Machines to regulate suction pressure for removal of respiratory or wound secretions
End tidal CO <sup>2</sup> monitoring	Machine designed to measure the level of CO <sup>2</sup> that is expired by a patient
Respiratory rate monitor	Machine designed to count the patient's respiratory rate
Respiratory spirometer	Machine to record respiratory capacity
Extra corporeal membrane oxygenation (ECMO)	Machine designed to improve cell oxygenation in cases of severe respiratory distress
Nitric oxide machine	Machine designed to administer nitric oxide
Blood gas analyser	Machine designed to assess levels of specified blood products from arterial blood

Compression boots	Machine used to aid venous return from legs
Bronchoscope	Telescopic equipment required to examine the lungs, bronchi and trachea
Rotational therapy Proneing mattress	Therapeutic mattress used in extreme respiratory distress
Renal replacement therapy	Therapy used in the event of a patient having renal failure
Haemofiltration machine Haemodialysis Machine	Machines designed to filter toxins from the blood
Peritoneal dialysis machine	Machine designed to remove toxins from the blood via recirculation through the peritoneal fluid
Infusion devices Syringe drivers Patient controlled analgesia (PCA) pumps Epidural pumps Enteral & parenteral nutrition pumps	Machines designed to administer specific medicines and fluids at specific rates
Transport equipment Ventilation Monitoring Fluid control Suction	Equipment designed to support a patient who is being transported between 2 points. Functionally the same as stated above but dependent on battery power

## 7b Systems

What	Use
Wardwatcher Audit System	Scottish Intensive Care Society (SICS) audit system into which staff input clinical and demographic data
eESS	Workforce changes
Payroll	Collation of pay information
Patient notes	Collection of patient information in one location
PAS (Homer)	Patient administration system – electronic collection of non clinical patient information
DATIX	Incident reporting system
APEX	Laboratory results reporting system
Toxbase	National Poisons Database
Intranet	Accessing Policies and Procedures

## 8. ASSIGNMENT AND REVIEW OF WORK

The Post holders work is generated from the patients needs, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.

The post holder will be responsible to the Ward Manager who will provide clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be in the main, self-directed under the leadership of the Ward Managers.

The post holder will delegate/allocate work to the nursing team.

The post holder will act on behalf of the Ward Managers when required and be accountable 24/7 in periods of prolonged absence.

## **9. DECISIONS AND JUDGEMENTS**

Analysis and assessment of patient condition to establish continuing care plan making autonomous decisions on the assessment of more complex patient and providing advice to enable and empower junior staff to make clinical decisions.

Provide clinical and professional advice to the multidisciplinary team.

Assess any changes to patient condition and ensure appropriate action is taken.

In the absence of the ward manager make decisions on the use of ward resources inclusive of staff.

Appraise staff performance.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Achieving a balance between the demands of direct patient care and existing resources in a complex dynamic environment.

Leading and developing the nursing team.

Addressing the equality and diversity needs of patients and staff.

Maintaining quality of service within the existing resources.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

### Internal:

The post holder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.

Communicate with the Ward Manager regarding day-to-day operational management, service needs, workload issues and personal development.

Communicate with other relevant departments which will include the Directorate Management Team, Support Service Departments, Human Resources, Fire Officer, Infection Control, Education Department, Health and Safety and Risk Management regarding issues in clinical area and personal development.

External:

Social Services regarding patient discharge.  
Scottish Ambulance Service regarding patient transport.  
Community Health Practitioners regarding patient care.  
Higher Educational institutions regarding training programmes and development.

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

Examples may include:

**Physical Skills:**

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.  
Insertion of urinary catheters.  
Removal of sutures / clips.  
Placement of naso-gastric tubes.  
12-lead ECGs.  
Intravenous cannulae / venepuncture.  
Intravenous additives.  
Blood Glucose monitoring.  
Advanced life support.  
Semi-automatic Defibrillator.  
Continuous Positive Airway Pressure Management.  
Advanced maintenance of patient's airway (ambu-bagging).  
Tracheostomy care.  
Dialysis Equipment.  
Invasive and Non Invasive ventilation.  
Haemofiltration.  
Invasive and non-invasive equipment

**Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre patients.  
Push trolley's, wheelchairs.  
Stand/walking for the majority of shift.  
Activities of daily living.  
Ergonomics.

**Mental Demands:**

Concentration, required due to the nature of the ward managers role in a specialist clinical setting.  
They will be subject to frequent direct and indirect interruptions from patients, relatives and the multidisciplinary team.  
Concentration required when observing patient behaviours which may be unpredictable.  
Time management.  
Communication difficulties (multidisciplinary, multicultural, deaf, blind)  
Developed leadership skills.  
Developed responsibility skills.  
Service changes.  
Organisational changes.

Political agendas.  
Workforce planning.

**Emotional Demands:**

Communicating with distressed/anxious/worried patients/relatives in an acute traumatic setting.  
Communicating complex issues with the multidisciplinary team.  
Caring for the terminally ill and their relatives.  
Caring for patients following receipt of bad news and supporting relatives.  
Personal / interpersonal stressors.  
Spiritual.

**Working Conditions:**

Exposure to body fluids several times each shift.  
Exposure to verbal aggression high frequency.  
Temperature / air quality of working environment.  
Ergonomics.

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

First Level Registered Nurse (Adult Branch) and relevant experience demonstrating the appropriate competencies and skills for the job.

Educated to degree level (or working towards).

Evidence of further education including post-graduate certification/diploma/Continuous Professional Development in relevant area.

Specialist Practitioner Qualification in Critical Care or equivalent.

The post holder will be required to demonstrate excellent team working skills with ability to work using own initiative.

Effective listening and interpersonal skills.

Time management skills/ability to prioritise workload.

IT Skills.

**14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date: