#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title Staff Nurse Band 5  Responsible to Senior Charge Nurse  Department Emergency Department  Directorate Medical Directorate  Operating Division Fife Acute Hospitals  Job Reference  Last Update August 2024 |
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| 2. JOB PURPOSE |
| To work as part of a multidisciplinary team providing a high standard of patient care to the residents of Fife and the surrounding area,  To support the team and Senior Charge Nurse/Charge Nurse in the day to day running of the Emergency Department focusing on a high standard of holistic patient centred care and striving to meet the departmental targets. |

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| **3. DIMENSIONS** |
| Fife’s Emergency Department based at the Victoria Hospital in Kirkcaldy provides an emergency service to a population of approx 372,000 people with yearly attendances of approx 95,000  The Emergency Department will see and treat both adult and paediatric patients with the support of many specialities such as Medical, Surgical, Orthopaedics, ENT, Maxillo Facial, Gynaecology, Paediatric and Psychiatry  The department also provides a minor injury service at both Victoria and Queen Margaret sites.  The service is equipped to coordinate and receive casualties in the event of a Major/Chemical incident. |

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| 4. ORGANISATIONAL POSITION |
| Clinical nurse manager  Senior Charge Nurse  |  Charge Nurse  **Staff Nurse Band 5**  Health Care Support Worker |

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| 5. ROLE OF DEPARTMENT |
| To provide a 24 hour emergency service to the people of fife. |

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| KEY RESULT AREASPROFESSIONAL Promote and maintain defined standards of nursing care in line with the NMC code of professional conduct and current NHS Fife policies, to ensure adherence to and delivery of a high quality service.  Adhere to NMC guidelines on records and record keeping.  Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for adults and children ranging from minor injuries to critically ill and ventilated/multiple major trauma patients, in order to ensure delivery of a high standard of care.  Work within the defined policies, procedures, standards and protocols of the department, directorate and division and report outcomes to senior nursing staff to enable monitoring of standards of care.  Safeguard and manage confidential information in line with NHS Fife policies on confidentiality including child protection, domestic abuse, patients in police custody, substance abuse  Act as patient advocate for all patients including children and vulnerable adults, e.g. learning disabilities, sensory deficits, confused elderly.  To organise workload to ensure that the interests of patients/clients are met.  Work within a multidisciplinary team, have a clear understanding of the roles of the team members and provide support to the members where required. MANAGERIAL Take all measures to ensure safety of staff, patients and visitors during their stay in the Emergency Department and during onward transfer to other wards, departments or hospitals.  Report all accident/ incidents to the Charge nurse, complete datix and ensure appropriate action is taken.  De-escalate volatile and potentially volatile situations in order to ensure safety of staff, patients and visitors the Emergency Department, e.g. intoxicated, violent and/or aggressive patients or relatives.  Be conversant and compliant with policies regarding major accident, fire, cardiac arrest and child protection.  Be conversant and compliant with the protocol for, and assist with the management of, obstetric emergencies within the ED where required.  Be aware of and compliant with personnel policies and procedures, e.g. sickness absence.  Be aware of and compliant with infection control policies, e.g. SARS, MRSA and ensure that all appropriate measures are taken to prevent the spread of infection within the department  Be aware of and compliant with NHS Fife operational policies  Be conversant and compliant with local ED and minor injuries policies.  Deputise for and undertake projects as agreed with the Charge nurse where required.  Maintain accurate written nursing records and accurate computerised patient records via e-oasis  Be conversant and compliant with the policy for ensuring the care and safe custody of patient valuables and promote compliance from other staff |

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| CLINICAL Maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.  Participate in clinical audit as required,  Participate in research as required  Responsible for nursing care of critically ill and ventilated patients requiring further investigation and/or continuing care out with the ED, e.g. x-ray department for CT scanning, ambulance transfers to specialist centres  Preparation of patients and equipment for, and assistance with, a variety of diagnostic procedures.  To maintain departmental stock levels of pharmacy and stores supplies, thus ensuring adequate stock levels are maintained and contributing towards the economic use of all resources.  Participate within expanded nursing roles as determined by local policy.  Assist medical staff and ensure prescribed treatments are carried out EDUCATION AND TRAINING Support from the Clinical Nurse Educator’s will be given to ensure all mandatory training is kept up to date .  Emergency Department specific training is also offered and encouraged.  Acts as a mentor and role model to newly qualified practitioners and student nurses and help support them in the provision of patient care.  Facilitate completion of personal development plans  To develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines. |

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| 7a. EQUIPMENT AND MACHINERY |
| Examples of equipment and machinery used  Very specialised:  Cardiac monitoring  Invasive monitoring, e.g. end tidal co2 monitoring, arterial blood pressure monitoring, CVP monitoring  Manual defibrillator – delivery of controlled electric shock to the heart to restore normal rhythm  Electrocardiograph machine- to record a tracing of the heart rhythm  Doppler-to monitor presence/absence of pulses  Blood/fluid warmer  Portable ventilator  Intubation and airway management equipment  Sengstaken tube-for control of bleeding oesophageal varices  Infusion devices for the delivery of drugs and fluid  Personal protective equipment and mobile decontamination unit – in the event of CBRN incidents  Resuscitaire-a portable unit to aid assessment of and provide basic and advanced life support for neonates  Chest drain equipment  CPAP/BIPAP  Specialised:  Patient hoist  Computing equipment  Electronic blood pressure monitoring machine  Tympanic thermometer  Glucometer  Suction equipment  Intercom system  Bair hugger-for treatment of hypothermia  Humidified oxygen therapy  Oscillating plaster saw  Nail trephining equipment  Ambulance radio  Ring cutters  Oxygen cylinders/flow meters  Belmont Rapid Infuser  Vein Finder  Bladder scanner  Generic:  Drug fridge  Nurse call system  Fire equipment  PAT slide – trolley to trolley patient transfer  Walking aids (crutches, walking sticks, zimmers)  Glide sheets – manipulation of patients on trolleys  X-ray viewing boxes  Commodes  Wheelchairs/trolleys |
| **7b. SYSTEMS** |
| Local patient administration system.  Maintenance of written patient records.  Maintenance of electronic patient records via TRAK care  Toxbase-accessing poisons information from database.  Electronic access to specimen requesting and results..  Flow and Navigation Hub  Intranet access for operational policies and procedures. Blink  Manchester triage system. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holders work is generated by patient attendances to the Emergency Department The number of attendances and the level of nursing intervention required is unpredictable.  Workload will be assigned by the Charge nurse or deputy however the post holder will have responsibility for managing and delegating defined workload within professional guidelines.  In the absence of senior staff, the post holder will delegate/allocate work to the team.  The post holder will have a professional personal development plan which will be reviewed annually by the Senior Charge nurse or designated deputy. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Formal assessment of patients upon their arrival in the Emergency Department using the Manchester triage system, in order to determine the severity of their illness or injury and prioritise their need for medical attention.  On going assessment/evaluation of patient condition to establish deterioration/improvement and subsequent planning of care.  In the absence of the Senior Charge Nurse/Charge Nurse, allocation of work and deployment of staff.  Evaluation of the need for additional nursing resources either as a direct result of sickness/absence or increased workload. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| In the absence of the Senior Charge Nurse to ensure the safe and efficient running of the unit.  Dealing with the demands and needs of staff.  Achieving a balance between the demands of patient care and available resources.  Frequent requirement to de-escalate volatile or potentially volatile situations, e.g. patients under the influence of illegal drugs and/or alcohol who become violent and/or aggressive.  Dealing with anxious, distraught and bereaved relatives, e.g. following sudden death.  Incidences of suspected child abuse. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Liase with nursing colleagues and other members of the multidisciplinary team on service requirements and patient needs.  Maintain contact with patients, relatives and visitors, advising or counselling on patient care issues, e.g. health education, health promotion, child protection, bereavement.  Internal:  Clinical coordinator - in order to identify bed availability and approximate timescales for admission  Emergency Department Floor Coordinator  Estates department- online reporting via micad to report equipment faults  Top Up - regarding the availability and supply of supplies  Infection Control- to seek professional advice  Pharmacy- to arrange supplies and to seek advice  Therapy team  Radiography  External:  Social Services – regarding discharge planning and child protection issues  Police- to report sudden deaths, violent and/or aggressive patients or relatives, patients who have left the department prior to completion of care and who are giving cause for concern  Scottish ambulance service-to arrange patient transfer and receive prior notification of the arrival of critically ill adults or children  General practitioners  **Communication difficulties**  Factors relating to the individual with whom the post holder is communicating  Patients with learning disabilities or sensory deficits.  Intoxicated patients  Children  Confused elderly  Factors relating to the subject matter being communicated  Breaking bad news, e.g. death or critical illness.  Informing parents that child abuse is suspected. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**  Administer intra-muscular injections, setting up syringe pumps and infusion pumps and connecting these to patients.  Venepuncture and cannulation.  Insertion of urinary catheters.  Removal of sutures.  Closure of wounds using glue, skin staples and adhesive strips.  Wound and burns dressings.  Keyboard skills.  Defibrillation.  Cardiac massage.  Application of plaster casts.  Recording of electrocardiographs.  Log rolls-to ensure alignment of the spine in patients in whom spinal injury is suspected.  Spinal immobilisation-immobilisation of patients in whom spinal injury is suspected.  **Physical Effort:**  Frequent (several times throughout the shift) manipulation of patients using moving and handling aids.  Frequent (several time throughout the shift) movement of patients on trolleys and wheelchairs.  Stand/walk for the majority of shift.  Occasional requirement to participate in mobile trauma team in order to deliver pre-hospital care.  Potential requirement to work within the confines of the personal protective equipment with self-contained breathing apparatus, required in the event of CBRN incidents.  **Mental Demands:**  Concentration required when checking documents/patient notes, calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members.  Concentration required when using computerised patient triage and tracking system, whilst subject to frequent interruptions from patients/ relatives/team members/ambulance crews/clerical staff/telephone enquiries.  Concentration required when observing patient behaviours which may be unpredictable.  Requirement for close observation of patients to detect changes in patient condition, e.g. unconscious patient within the resuscitation room, acutely unwell child, patients presenting with mental health issues.  Balancing demand for patient care with available resources.  Managing unexpected sickness/absence.  Calculating complex oral and I.V. drug doses for adults and children.  **Emotional Demands:**  Communicating with distressed/anxious/worried/violent/aggressive patients/relatives.  Caring for the terminally ill.  Caring for patients/relatives following receipt of bad news.  Dealing with suspected child abuse.  Delivery of pre-hospital care as part of mobile trauma team  **Working Conditions:**  Frequent exposure to blood, vomit, faeces, urine.  Dealing with contaminated linen several times daily.  Frequent exposure to verbal aggression  Delivery of pre-hospital care as part of mobile trauma team to deliver patient care in a variety of settings/conditions, e.g. at the scene of road traffic accidents in adverse weather conditions |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| First Level Registered Nurse.  2 years Emergency Department experience would be desirable but not essential  Evidence of motivation to undertake further education/CPD, e.g. advanced trauma life support, advanced life support, trauma nursing, advanced paediatric life support.  Evidence of team working skills with ability to work using own initiative.  Effective communication and interpersonal skills.  Time management skills. |

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| **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: |