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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Junior Sister Critical Care** |
| **Band:** | **Band 6** |
| **Responsible To:** | **Clinical Matron Critical Care** |
| **Accountable To:** | **Band 7 sisters Critical Care** |
| **Section/Department/Directorate:** | **Critical Care Services Surgical Division** |

**Job Purpose:**

To work as a highly skilled senior member of the critical care team ensuring the provision of clinical expertise in caring for critically ill patients and their families.

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| To take responsibility for co-ordinating demands for allocated shifts, receiving and giving unit handover, assessing skill mix and allocating staff appropriately and liaising with the multidisciplinary team in the delivery of safe effective care.  To provide ongoing professional and clinical leadership to the care team and deliver evidence based care as part of the wider multidisciplinary team.  The post holder is expected to carry out all relevant forms of care and procedures, for which they are competent to practice, without direct supervision.  The post holder will demonstrate continuing professional development that reflects individual needs, the needs of the team and the needs of the organisation.  To act as a mentor for a designated group of staff working within critical care. | |
| **Context:**  To deliver an on-site service to Critical Care  Provide services within the boundaries of own clinical competence.  Under the direction of their Line Manager they are responsible for assisting in the management of the Unit budget  Authorised signatory for elements of the budget, as agreed and authorised by their Line Manager within the context of Trust SFIs  Responsible for the safe handling of patient property/valuables in line with Trust procedures and Trust SFIs |
| |  | | --- | | **Key Working Relationships:**  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | |
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| **Organisational Chart:** |
| *Associate Director of Nursing Surgery Division*  *Clinical Matron Critical Care*  *Band 7 sisters/clinical educator* Band 6 junior sister *Supporting the management/leadership of band 5 Nurses, Nursing Associates, Healthcare Assistants Ward Clerk and other Healthcare Learners* |
| **Key Result Areas/Principal Duties and Responsibilities**  To provide expert specialist skills and knowledge to assist staff in delivering holistic care to the highest possible standard within the critical care setting.  To be aware of new policies, procedures, guidelines and standards which affect care. To action as appropriate and evaluate the outcome.  To function as a role model in relation to best practice, demonstrating both clinical and managerial competence.  Contribute to the effective and efficient use of Trust resources  Lead, promote and contribute to Trust values  Promote and support innovative practice and ensure relevant research findings are incorporated into nursing practice.  Ensure that all clinical and legal documents (both paper and electronic) are accurate, comprehensive and legible and that staff understand their relevance and the confidentiality of their nature.  Deputise for the unit Manager in his/her absence on a shift basis.  Undertake regular development reviews with staff and develop Personal Learning Plans.  Address and challenge any care that does not meet the required standard in line with trust procedures. |
| **Communication and Relationship Skills**  Provide and receive highly complex, sensitive information. Communicates very sensitive, complex condition related information to patients and relatives offering empathy and reassurance.  Work in a professional and harmonious way with other members of the multi-disciplinary team and support services, in the delivery of patient care.  Participate in regular unit meetings in an atmosphere, which encourages staff to put forward information and suggestions for improvement  Support and encourage reflective practice and actively participate in unit based debriefing sessions and clinical supervision  Ensure all incidents, complaints and grievances are reported and responded to in accordance with Trust policies.  Maintain communication with the South West Critical Care Network recording up to date information on bed availability.  **Analytical and Judgement Skills**  Regularly multi-tasks in a constantly changing environment, where tasks are frequently interrupted, to maintain required standards of care through the effective supervision of junior staff.  Continuous assessment and titration of treatment eg. Ventilation, inotropic drugs, nurse led weaning without supervision. Recognise and respond to patient deterioration and emergency situations in a timely manner.  Act in accordance with the NMC Code of Professional Conduct.  **Planning and Organisational Skills**  Participate in rota planning, review shift systems and ensure that the appropriate skill mix is maintained to meet the needs of the service, and oversee the booking of bank staff, with regard to workload**.**  Organise and deploy staff according to clinical need, experience and work load.  Formally review and evaluate the effectiveness of clinical care for areas of responsibility for the shift and deliver clear, concise records and handovers.  In conjunction with other members of the team support staff in completing the National Competency Framework for Registered Nurses in Adult Critical Care.  Effectively manage own time and that of the team and respond to unexpected demands in a professional manner. Lead unit based safety briefings and debrief sessions on a daily basis.  **Physical Skills**  High degree of competence and dexterity in practical nursing skills.  **Responsibility for Patient and Client Care**  As a highly skilled critical care nurse, liaise, guide and advise nursing, medical and allied health professionals in the optimum care of critically ill patients.  To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, families and professionals.  Be supportive in ensuring the environment and unit processes are responsive to the needs of critically ill patients and their carers/families recognising the importance of privacy, dignity and diversity.  Support the unsupervised adjustment of treatment of critically ill patients, according to condition &/or unit protocols (to include inotropic drugs, ventilation, nurse led weaning etc).  As a senior member of the nursing team, participate in the co-ordination of the safe transport of critically ill patients when necessary.  Work collaboratively in relation to patient flow issues.  **Responsibility for Policy and Service Development**  In conjunction with the senior team develop and implement an appropriate unit strategy and philosophy which is reviewed on a regular basis.  Ensure unit staff receive up-to-date information via Trust wide communication systems, team briefings and meetings.  Participate in unit and directorate meetings as requested.  Participate in the development of unit policies and standard operating procedures and ensure they are correctly implemented.  As part of the multidisciplinary team be responsible for actively identifying and reporting areas of risk.  **Responsibility for Financial and Physical Resources**  The post holder has a personal duty of care in relation to equipment and resources  Use human and financial resources in an effective way for the benefit of patients and to achieve operational objectives.  Responsible for the safe handling of patient property/valuables in line with Trust procedures and SFIs.  In conjunction with the senior team assist in ordering and controlling stocks of drugs, dressings and supplies used by the Unit.  **Responsibility for Human Resources**  Participate and support in the recruitment, induction and development and review of junior members of staff.  Demonstrate a high level of commitment to personal and professional development.  Provide specialist advice to staff Trust-wide as required.  Be familiar with the Trust disciplinary policy and maximising attendance policy and implement appropriately  Allow development of all staff in aspects of information technology to enable them to use the relevant systems, ie: Trakcare, Internet, Electronic Patient Record.  Support staff with annual appraisals, identifying traning needs, career planning and succession and revalidation.  **Responsibility for Information Resources**  To document and maintain patients records as per Trust Documentation Policy. To include both paper and electronic systems.  To participate in the collection and submission of data for use by the critical care network.  To participate in the collection of data for ICNARC.  **Responsibility for Research, Development, Audit and Governance**  To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice.  In conjunction with the multidisciplinary team, identify and participate in research relevant to the speciality.  Participate in local, regional and national Clinical Audits to develop and establish standards of care and clinical practice across the Unit.  Support in the investigation of incidents and complaints that feed into the trust wide governance structure.  **Decision Making**  The post holder will assist in the identification, assessment and development of plans for minimising clinical risk; ensure compliance with Health and Safety policies; and ensure all staff have access to clinical supervision as a means of reflecting on significant events.  **Physical Effort**  The role requires you to partake in all aspects of clinical care requiring physical effort e.g., sitting, standing, lifting, pulling, pushing,manoeuvring, using mechanical aids.  The role requires you to undertake shift work.  **Mental Effort**  Frequent, intense concentration required for administration of complex drugs, invasive monitoring, intricate clinical interventions, and mechanical therapies to support organ failure, eg: haemofiltration/ventilation throughout 12.5 hour shift, day and night.  Continuous assessment and decision making in the provision and maintenance of treatments eg. Ventilation, inotropic drugs, nurse led weaning without supervision.  **Emotional Effort**  Frequently provides emotional support to multi-disciplinary team, patients and carers.  Frequently provides leadership and support to junior members of the team.  Resilient and calm under pressure.  Frequently explains emotionally challenging issues to patients and carers, eg: critical illness, organ donation, brain death and withdrawal of treatment.  Facilitates the opportunity for debriefing and support for staff following difficult and stressful situations.  Carry out difficult, challenging and potentially unpopular management decisions  **Working Conditions**  Regular working with hazardous substances (bodily waste and fluids, cytotoxic drugs) when in clinical setting  Occasional aggressive behaviour when dealing with confused patients, face to face complaints or staff conflict  Regular use of VDU.  Regularly multi-tasks in a constantly changing environment, where tasks are frequently interrupted, to maintain required standards of care through the effective supervision of junior staff |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST :**  *Junior Sister Intensive Care Unit*

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High? |
| **QUALIFICATIONS/SPECIAL TRAINING :**  *Registered Nurse*  Intensive Care nursing qualification  Nursing/health related degree  Evidence of significant post registration study specifically related to Critical Care  Evidence of completion of Step1&2 national competency framework for adult critical care nurses and working towards Step 3  Evidence of on-going personal professional development.  Paediatric critical care qualification and clinical experience or willingness to undertake relevant study.  Completion of Step 4 national competency framework for adult critical care nurses.  Leadership qualification | E  E  D  E  E  E  E  D  D | Application form |  |  |
| **EXPERIENCE:**  Significant experience within the critical care speciality at Band 5  Experience of working within a multi-disciplinary team  Evidence of broad clinical skills and knowledge with a variety of critical care patients  Leadership experience  Multi-disciplinary teamwork.  Implementation of evidence-based practice.  mentoring and assessing experience | E  E  E  E  E  D  E | Application form/interview |  |  |
| **KNOWLEDGE/SKILLS & COMPETENCY:**  Specialist knowledge and enhanced clinical skills within the critical care environment.   * Assess, plan, and evaluate care of ventilated adults & children with multi-system failure * Competently manage Invasive cardiac output monitoring, renal replacement therapy etc. * Safely perform intra- / inter-hospital transfers of critically ill patients.   Act as a facilitator and enabler with patient, carers, staff and students  Excellent verbal and written communication skills | E  E  E | Application form/interview |  |  |
| **PERSONAL REQUIREMENTS:**  Ability to meet targets, and work to deadlines.  Ability to represent the department at meetings internally and regionally.  Roster management and applying the principles of safe staffing.  Resilient and calm under pressure. | D  E  E | Application form/interview |  |  |
| **OTHER REQUIREMENTS:**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required  Able to manage databases with a working knowledge of I.T.  Flexible attitude to working patterns | E  E  D  E | Interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts | X | Clinical contact with patients | X | Performing Exposure  Prone Invasive Procedures | X |
| Blood/Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation | X | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving |  | Noise | x |
| Respiratory Sensitisers |  | Food Handling | X | Working in Isolation |  |
| Cytotoxic drugs | x | Night working | X |  |  |