



# Clinical Nurse for Critical Care

## INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.





# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



# OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

# OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

## A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

*Louise Barnett*

Louise Barnett  
CHIEF EXECUTIVE OFFICER

## A MESSAGE FROM OUR DIRECTOR OF NURSING

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

Here at SaTH we strive to provide excellent care for our communities, and nursing is an integral part of our workforce to enable this to be achieved.

The role of a nurse is incredibly rewarding. As nurses we are often a source of great comfort and hope to patients during some of life's most pivotal moments, and you could play your part in that journey.

I have been a nurse for 30 years and every day I see the dedication and commitment our nurses show. When you join our team, you will be given the support, guidance and opportunities to develop and flourish here at SaTH.

*Hayley Flavell*

HAYLEY FLAVELL  
DIRECTOR OF NURSING

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

|                       |   |
|-----------------------|---|
| <b>Job Title</b>      | <b>Clinical Nurse for Critical Care</b>                 |
| <b>Band</b>           | <b>Band 7</b>   |
| <b>Directorate</b>    | <b>Service Delivery Directorate</b>                     |
| <b>Accountable to</b> | <b>Matron for Critical Care, CCOT and pain services</b> |
| <b>DBS Required?</b>  | <b>Yes</b>  |

## JOB PURPOSE

To function as an expert clinical practitioner within their designated clinical area. To deliver direct patient care whilst managing, leading, co-ordinating and overseeing nurse practice.

The Clinical Nurse in charge has responsibility for the management of Critical Care during their rostered shift. This will include assessment of care needs, the development, implementation, evaluation of programmes of care and the setting of standards.

To ensure that there is efficient and effective utilisation of all resources required to deliver optimum quality care to their client group.

The post holder will deputise for the Ward Manager in his/her absence, driving forward evidence-based practice and taking responsibility for the supervision of staff and the policies and practices that operate within their critical area.

The post holder will act as a professional role model being responsible for ensuring the high standards of nursing care/activities during their span of duty through directly supporting and leading on clinical practice.

The post holder will liaise with all members of the multi-disciplinary team and facilitate a collaborative approach to patient care.

Provide clinical leadership and professional advice to members of the multi-disciplinary team.

To work flexibly to meet the needs of the service covering 365 days and nights per year and the ability to work cross site if required.

You will support the Matron, Centre and division in ensuring the unit is compliant with National Intensive Care standards to provide safe and effective care.

This job description is subject to Job Evaluation.

## Main Duties and Responsibilities

### Management and Leadership

1. To be responsible for their ward/ department, effectively leading, motivating, supervising, and directing staff to ensure that time and resources are managed through effective teamwork.
2. To ensure that staff have a clear understanding of their duties and responsibilities and of the standards of performance and conduct expected of them throughout the 24hour period.
3. To ensure that maximum usage of available bed base is always maintained by utilising agreed operational strategies to facilitate appropriate admissions, and timely discharge to meet the need of the service
4. To deputise for the Ward Manager and the Band 7 team as necessary.
5. To work with the Ward Manager and the Band 7 team to ensure that an appropriate managerial and professional infrastructure is in place to support the delivery of services and functional requirements within their ward/ department which are in line with corporate objectives.
6. To take responsibility for proactively developing, implementing, and reviewing clinical practices to ensure that they are cost effective.
7. To contribute to annual staffing establishment and skill mix reviews, encouraging and promoting new ways of working which support and contribute towards Divisional and corporate objectives and improvement programmes.
8. To work with all members of the multi professional team to develop services that meet organisational and contractual requirements and to ensure the effective provision of all aspects of clinical care are maintained at a high standard.
9. To contribute and influence the total patient experience and journey through collaborative working and effective communications with all members of the multi-disciplinary team throughout the hospital.
10. Assist in the formulation, and review of clinical policies and procedures. To take responsibility for implementing trust wide agreed policies within area of responsibility.



10. To participate in and promote cross site working.
11. To be a point of contact by ensuring that they are a visible, accessible, and assertive figure to whom patients, relatives and staff can turn for assistance, advice, and support.
12. To investigate and respond to accidents, complaints and serious incidents and other significant events, completing require root cause analysis on time and ensuring resulting action plans are implemented and evaluated. Timely management of the datix of the datix system.
13. In conjunction with the Ward Manager and the Band 7 team take responsibility for the clinical environment, interfacing with relevant staff to ensure high standards of cleanliness, tidiness and décor are maintained.
14. To establish and maintain positive links with external agencies in particular Social Services, and community nursing and domiciliary therapy services.
15. To lead, support, supervise and instruct the team through the process of change, demonstrating tenacity, drive professional integrity, balance, and perspective.
16. To contribute towards the development, production and implementation of the department's strategic objectives and business plan, in line with agreed service and financial objectives.
17. Ability to manage the department through a clinical incident
18. They will be responsible for agreed aspects of clinical management. providing the Ward Manager and Matron with assurances
19. Deputise for the Ward Manager and Band 7 team in meetings providing updates, result and reports for the senior clinical/management team and the wider trust
20. To lead and support regular minutes ward/department meetings to provide an opportunity to share information and suggestions to problem solve
21. To work cross site if required, liaising with the cross-site team to determining safe staffing levels based on dependency and planning to cross site staff cover.
22. Maintain effective working relationships between the unit's agreeing plans with for staff moves depending on location of care for patients.
23. The Ward Manager will be the post holders direct line manager

## Clinical Responsibilities

### Patient Care

The post holder will ensure that all areas of practice adhere to all current NMC guidance

1. To practise clinically, leading, co-ordinating and supervising nursing practice. Ensuring that all patients have their needs assessed, that programmes of care are developed to meet these needs and are delivered in accordance with agreed policies and procedures.
2. Provide high quality clinical care to critical care patients
3. To be a competent practitioner, leading innovation and demonstrating clinical expertise. The postholder act as a resource and advisor in their area of expertise to colleagues in other wards and departments throughout the Trust
4. In conjunction with the Ward Manager and Band 7 team participates in an active role in the implementation and delivery of the GIPX 2 standards
5. To lead the team in utilising the approved manual handling techniques in delivery patient care using procedures taught by the manual handling team, including the safe use of mechanical and nonmechanical manual handling aids.

6. To monitor and review clinical standards and practice within their clinical area, with particular attention paid to the drive for evidence-based practice.
7. In conjunction with the Ward Manager and the Band 7 team monitor and report on the nursing performance indicators and implement action plans to address areas for improvement

## **Communication and Relationships**

1. Ensure appropriate and consistent information is provided to the patients and relatives.
2. Use communication skills to develop professional working relationships with all teams within the trust, especially between critical care and the ward environment.
3. Using communication skills to resolve conflict and working within the team to ensure a high standard of co-ordinated patient care
4. Liaise with critical care intensivists and the patient's primary clinician to organise the admission of patients to critical care where appropriate.
5. To ensure that all team members report changes in patient progress effectively, both verbally and in written form. Ensure that accurate, legible, and holistic nursing records according to NMC guidelines and unit guidance are maintained.
6. Ensure that accurate, legible, and holistic nursing records according to NMC guidelines and unit guidance maintained.
7. To actively support staff working with highly distressing / highly emotional levels of illness.
8. To demonstrate sensitivity in dealing with complex and confidential information from patients, families, and colleagues, giving advice and support when necessary. Respond appropriately to the information given.

## **Education, Professional Development and Training**

1. Development of others is a fundamental role of a clinical band 7 nurse in charge
2. Lead and participate on educational programmes within the critical care and the wider trust
3. Stay current and continue self-development as new initiatives and clinical standards develop
4. To take every reasonable opportunity for maintaining, developing, and acquiring competencies and skills for self-development.
5. To participate in informal and formal training sessions for their staff, delivering orientation programmes for new staff and provide relevant feedback to all members of the team.
6. To ensure that all team members attend Mandatory training sessions

## **Research and Audit**

1. Together with the CNM develop auditable standards of care and initiate and participate in ongoing research, audit, and projects.
2. To promote and disseminate relevant research findings to support clinical practice and education within the department.
3. To establish systems for assessing the users' views on the quality of services provided and for involving patients' relatives and their representatives in the planning and development of services.

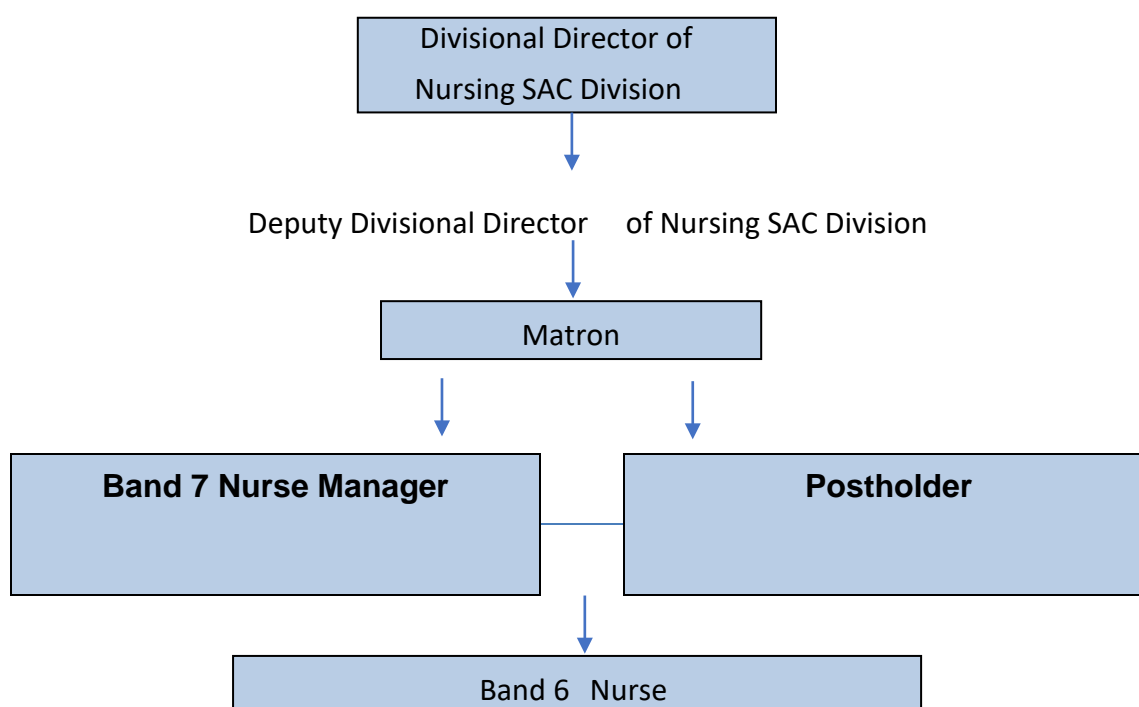
## Human Resources

1. To ensure that all local and national HR policies, procedures, and guidelines are adhered to and report any failure to do so appropriately.
2. To take responsibility for the management of all staff within their ward / department including specific induction, recruitment and selection, deployment, training, performance management, sickness/ absence.
3. To work with the CNM on the appointment of registered nursing staff.
4. To ensure that information / decisions are cascaded appropriately both to junior and senior staff using tools such as regular timetabled meetings (for which minutes are produced), newsletters, memos, and other relevant communication strategies
5. To implement an effective appraisal system, ensuring that all staff has set objectives that identify and support individual development and training needs.
6. To participate in the supervision, training and effective mentorship of junior staff, student nurses and Health Care Assistants.
7. To identify the training and educational needs for all staff, contributing to the development and provision of the yearly training plan and educational training programmes and opportunities.
8. To participate in informal and formal training sessions for their staff, delivering orientation programmes for new staff and provide relevant feedback to all members of the team.
9. To ensure that all team members attend Mandatory training sessions

## Use of information

1. To take responsibility to ensure that staff maintain and update PAS to support patient care
2. To be conversant in the use of electronic communication systems, personal computer systems, normal office equipment and Trust PAS system

### Organisational Chart



## **Clinical Governance and Risk Management**

1. To develop a formal programme of risk assessment and action planning in relation to health and safety, clinical risk, and other agreed areas of risk management in line with corporate and national frameworks and strategies.
2. To take responsibility for the handling of complaints relating to the service area, personally supervising investigations where necessary and implementing actions and changing practice when necessary.
3. To work with the NM to monitor performance within the Clinical Directorate against Controls Assurance and CNST standards and initiate appropriate action to ensure these standards are achieved.

## **Decisions. Judgement and freedom to act**

1. To work autonomously and independently to ensure delivery of quality services within area of responsibility. Is guided by broad policies and protocols, uses discretion and initiative for implementation of such policies. Seeks further advice and support for actions that effect areas outside their area of responsibility.
2. To be accountable for decisions affecting their sphere of responsibility. To liaise with CNM and other senior managers on issues relating to financial, human resources and corporate quality and Governance issues that have wider service implications across the organisation.

## **Professional Conduct**

1. To always adhere to uniform policy
2. To conduct oneself in a manner perceived by others as constructive. Ensure that any issues with other staff members are addressed at an appropriate level.
3. To adhere to all local, national and NMC guidelines in relation to professional conduct and take the lead in ensuring that local incidents, complaints, and issues are dealt with in accordance with Trust policy.





## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

| ESSENTIAL  | DESIRABLE  |
|--|--|
| <ul style="list-style-type: none"> <li>• RGN (active NMC Registration</li> <li>• Working towards a relevant degree or equivalent experience</li> <li>• Critical Care Course</li> <li>• Mentorship qualification</li> </ul> | <ul style="list-style-type: none"> <li>• Management qualification or evidence of management development</li> <li>• Leadership qualification</li> </ul> |

# EXPERIENCE AND KNOWLEDGE

| ESSENTIAL   | DESIRABLE |
|---|-----------|
| <ul style="list-style-type: none"> <li>• Proven relevant post Registration and Band 6 experience.</li> <li>• Substantial experience of leading and managing a clinical team demonstrating the following;- High level clinical skills and knowledge, Evidence of coordination and managing day to day operational issues on a regular basis, Knowledge of roles and responsibilities of the post, Involvement in Nursing audit and Research.</li> <li>• An awareness and understanding of national and local issues that effect Nursing and the NHS.</li> <li>• Up to date knowledge and understanding of nursing and practice relevant to Critical Care.</li> </ul> |           |

# SKILLS

| ESSENTIAL  | DESIRABLE |
|--|-----------|
| <ul style="list-style-type: none"> <li>• Ability to work and communicate effectively within a multidisciplinary team setting inside and outside the Trust.</li> <li>• Evidence of effective adaptable communication skills including verbal, non-verbal and written.</li> <li>• Evidence of excellent Patient documentation and record keeping skills.</li> <li>• Excellent interpersonal skills with professional credibility.</li> <li>• Excellent motivational and role model qualities.</li> </ul> |           |

## OTHER

| ESSENTIAL  | DESIRABLE |
|--|-----------|
| <ul style="list-style-type: none"> <li>• Time management skills with an ability to act on own initiative and be both self directed and motivated in the work environment.</li> <li>• Ability to lead a team through change.</li> <li>• Familiarity with computer software Microsoft Office and Sema, E Roster, Pas skills</li> <li>• Ability to provide clear feedback</li> <li>• Awareness of professional and personal limitations.</li> <li>• Upholds Trust values</li> <li>• Flexible and adaptable to meet service needs.</li> <li>• Ability to work at all Trust sites</li> <li>• Demonstrate in the safe use of specialised equipment.</li> <li>• Ability to work under pressure</li> </ul> |           |

## GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.



# HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

# INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

## SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to

take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.







## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital