

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Staff Nurse	
<b>DIVISION:</b>	Intensive Care Unit	
<b>SALARY BAND:</b>	6	
<b>RESPONSIBLE TO:</b>	Sister/Charge Nurse Band 7	
<b>ACCOUNTABLE TO:</b>	Matron	
<b>HOURS PER WEEK:</b>	37.5 per week (adapted to meet the needs of the ward)	
<b>LOCATION:</b>	Barnet Hospital	
<b>MANAGES:</b>	<b>Directly:</b>	Junior staff
	<b>Indirectly:</b>	Other allied healthcare professional
<b>KEY RELATIONSHIPS:</b>	Key members of the multi-disciplinary team and service users related speciality.	

### JOB SUMMARY:

- The post holder is responsible for the assessment, the development, implementation and evaluation of programmes of care for critically ill adults in their care in conjunction with the multi-disciplinary team. They will act as an effective clinical role model.
- The Post holder will use specialist knowledge obtained through relevant post registration courses in caring for critically ill adults.
- The post holder is expected to supervise junior staff and to teach qualified and unqualified staff.
- To maintain a safe clinical environment conducive to patient care.

**Date of the JD review: April 2023**

## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time
- Confident because we are clearly **communicating**
- **Respected** and cared for
- **Reassured** that they are always in safe hands

### 1. CLINICAL RESPONSIBILITIES

- To be responsible for the assessment of patient care needs and the development, implementation and evaluation of plans of care, ensuring high standards of evidence based care using a defined model of care.
- Competently manage critical care therapies i.e. Endotracheal tubes, artificial ventilation, invasive monitoring (e.g. haemodynamic, intracranial pressure), inotropic therapy, paralysing agents and sedation, continuous renal replacement therapies etc
- To analyse and interpret complex data derived from patient monitoring and plan appropriate care within agreed protocols
- To undertake all nursing procedures in accordance with Trust policies and ensure that these procedures and policies are understood and adhered to by all staff, within own management responsibility.
- To communicate with patients and significant others with empathy and reassurance regarding, assessment, care and treatment.
- To maintain accurate and comprehensive nursing records using appropriate documentation.
- Liaise with the multidisciplinary team and the Critical Care Outreach team to ensure appropriate arrangements are in place for patients being discharged to wards/referring hospitals.
- Ensure safe custody and administration of drugs according to The Royal Free NHS Trust Barnet's policy and procedures, including intra-venous medication and epidural analgesia.
- Supervise junior staff, or unqualified staff, in all aspects of care. Ensure that staff have the knowledge, skills and resources to carry out care delegated to them
- To work as part of a multi-disciplinary team to promote good communication and a multi-disciplinary approach to patient care.
- To participate in the audit of the principles of the Essence of Care benchmarking process, and implement the action plans as required.
- To participate in team projects/audits as needed.
- Implement safe working practices as required by the Health & Safety at Work Act.

Positively **welcoming**   Actively **respectful**   Clearly **communicating**   Visibly **reassuring**

## **2. Management responsibilities**

- To act as an appropriate and effective visible role model at all times.
- To act as an effective mentor and preceptor for junior staff and learner nurses.
- To liaise with other hospital staff and departments to promote and maintain effective working relationships, ensuring high standards of care and service.
- Maintain a safe environment for all staff, patients and visitors and ensure that all equipment is safe and in working order.
- Shows awareness of budget implications and maximises cost effectiveness in the use of resources such as stock and equipment.
- To be responsible for reporting incidents and potential risks to the senior sister/charge nurse.
- To assist in the investigation of accidents, incidents, and complaints. To implement corrective actions where necessary, under the direction of the senior sister / charge nurse, in accordance with Trust Policies.
- Participate in the development and implementation of new initiatives.
- To be responsible for ensuring confidentiality and safekeeping of patient records.

## **3. Leadership**

- To act as an appropriate and effective visible role model at all times. With support from the ward sister/charge nurse
- To act as an effective assessor and preceptor of HCAs, pre-registration students, newly registered staff, supervised practice and return to practice staff as required.
- To act as an effective mentor for nurses undertaking post registration courses, both from within intensive care and nurses from other areas, participating in the assessment of their practice

## **4. Educational Responsibilities**

- Attend mandatory training and participate in continuing development and appropriate education.

- To be involved in the dissemination of information regarding new or updated clinical practices, guidelines and policies to all nursing staff and their implementation.
- Participate in local teaching programmes.
- Provide relevant health education and information about patient's treatment in hospital.

## **5. RESEARCH & DEVELOPMENT**

- To be aware of the research process and current trends. In collaboration with the senior sister participate in audit of agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility.
- Participate in the review, development and audit of research-based policies and procedures relating to Intensive Care

## **6. PROFESSIONAL RESPONSIBILITIES**

- To always behave in a manner that is professional, positive and polite.
- The post holder is required to act in accordance with NMC 'Code of Professional Conduct' with particular reference to limitations of competence and conduct.
- Participate in personal development planning.
- To keep abreast of updated clinical practices, guidelines, and policies
- Be responsible for ensuring that s/he remains aware of current developments in nursing, the Health Service and relevant specialist clinical practices.

## **7. GENERAL RESPONSIBILITIES**

- To safeguard at all times, confidentiality of information relating to patients and staff.
- To avoid behaviour which discriminates against service users and fellow employees / potential employees on the grounds of sex, sexuality, marital status, race, age, colour, nationality, ethnic origin, religion or disability.
- Be aware of the responsibilities under the Health & Safety at work act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service users and visitors.
- To demonstrate an understanding of and adhere to the trust's child protection policies.

- Will be based at Barnet ICU however may be required occasionally to work cross site with Royal Free ICU. May be expected to work in other areas within Barnet Hospital occasionally according to service needs utilising critical care skills.

## **Infection Control**

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

## **Health and Safety at Work**

The post holder is required to:

- Take reasonable care for the health and safety of himself /herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

## **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

### **No Smoking**

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

