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## **JOB DESCRIPTION**

### **Band 6 Cardiac Critical Care**

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Job Title: Sister / Charge nurse – Band 6

Division: Cardio Thoracic Critical Care

Base: Cardio Thoracic Critical Care Manchester Foundation Trust

Full Time: 37.5hrs

Band: Band 6

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#### **Organisational Arrangements**

Reporting to: Matron / CTCCU Manager

Other accountabilities: Lead Nurse

#### **Job Purpose**

The post holder will assess, implement, plan and evaluate the delivery of direct patient care. Their role involves collaboration with the Unit and team manager in ensuring delivery of high calibre care, and efficient use of facilities, manpower and other resources. The role will encompass deputising for the Unit/ Dept, unit manager in their absence.

#### **Competencies/Clinical responsibilities**

- Undertake comprehensive health care needs assessment of patients, reassessing as appropriate.
- Assess, plan, prioritise, implement and evaluate nursing interventions to meet patient's needs.
- Contribute to the organisation of multi-disciplinary, patient centred care.
- Facilitate patients, relatives and carers to take an active role in care given.
- Undertake practice sensitive to the needs of patients, carers and relatives from multi-cultural backgrounds.
- Plan systems of nursing activity, which satisfy agreed standards at Local, Trust or National levels.
- Manage the co-ordination, as appropriate, of the multi-disciplinary team in discharge planning.
- Manage care within the context of change.
- Demonstrate the mandatory competencies of the Trust, attending all required mandatory updates in relation to Children's act and vulnerable adults act, highlight and report any concerns reported or observed.
- Safe use and handling of related surgical equipment and appliances.
- Undertake various treatments and procedures as appropriate, eg the giving of intravenous injections.

## **Managerial**

- Demonstrate effective leadership at all times
- Demonstrate supervisory skills for new junior and support staff.
- Utilise Trust's Policies, Procedures and Guidelines actively contributing to their development
- Demonstrate efficient use and utilisation of resources, taking any recommendations to the ward manager.
- Demonstrate effective management of the ward where appropriate
- Undertake where appropriate the agreed performance review processes
- Demonstrate knowledge of effective multi-disciplinary teamwork and the role of individual team members.
- Demonstrate effective leadership and management for a team of staff.
- Demonstrate effective leadership and management for a team of staff in the absence of the unit Manager.
- Deal personally with patients, relatives or visitors who make a complaint in line with Trust policy.
- Demonstrate advisory skills to new junior staff in dealing with complaints
- Maintain appropriate records, adhering to Nursing and Midwifery Council and Trust guidelines on record keeping.
- Ensure all staff have and are working to personal development plans that are reviewed at least annually
- Ensure patients privacy and dignity is adequately maintained. Highlight resources available to deal with emotional and psychological issues for both staff and patients.
- To be responsible in the absence of the Ward Manager for managing risk in the ward area in accordance with the Trust Risk policies and arrangements.

## **Education and training**

- Provide teaching to the multi-disciplinary team and develop and maintain the learning environment.
- Demonstrate responsibility for personal professional development using Personal Development Plan and Professional Portfolio.
- Incorporate health education and health promotion in working practices.
- Demonstrate practical application of specialist knowledge gained.
- Demonstrate the sharing of knowledge and skills to others.
- Identify, collect and participate in the evaluation of information to support multidisciplinary clinical decision-making.
- Contribute to the dissemination and implementation of evidence based care in the writing of shared guidelines / ICP's for care.
- Support the dissemination and implementation of evidence based care
- Lead, where appropriate, in multi-disciplinary clinical audit

## **Clinical Governance**

- All staff must take care of their own safety and others who may be affected by their actions or omissions.
- Adhere to Trust and Departmental Health and safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Co-operate with their managers to maintain safe systems and safe workplaces.
- Report any accidents/incidents or ill health, failings in premises equipment or personal protective equipment.
- Not interfere with any equipment provided to ensure Health and Safety.
- Not attempt to carry out tasks or repairs beyond their competence.
- Ensure a safe environment for patients and staff by adhering to the Health & Safety at Work Act 1974.
- Report clinical and non-clinical incidents through the Hospital reporting system taking appropriate action.
- Adhere to Trust and Departmental Health & Safety policies and use any equipment and personal protective equipment provided to ensure safety i.e. wearing of aprons and gloves when dealing with body fluids
- Follow manual handling guidelines and principles , utilising all aids when dealing with patients and stores as and when needed.
- Attending yearly updates.
- Ensure compliance within the Ward/dept. Unit to national and local MRSA guidelines

**Role specific**

- Adhere to the NMC Code of Conduct and associated guidelines.
- Be actively involved in clinical supervision and peer review.
- Act as a role model at all times
- Maintain professional registration

*To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff*

*The above indicates the main duties of the post which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post-holder.*

## **General & Corporate Duties**

### **Risk Management**

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### **Records Management/ Data Protection**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

### **Confidentiality and Information Security**

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

### **Data Quality**

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

### **Health and Safety**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

### **Infection Prevention**

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

## **Trust Policies**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

### **Equal Opportunities**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

### **Safeguarding**

All employees have a duty and responsibility to protect and safeguard children, young people and vulnerable adults. They must therefore be aware of child and adult protection procedures to take appropriate and timely safeguarding action, and reduce the risk of significant harm to adults and children from abuse or other types of exploitation.

### **Supplementary Information**

#### **Effort and Environmental Factors**

##### **Physical Effort Infection Control**

As a member of a clinical team your personal contribution to reducing healthcare associated infections (HCIs) require you to be familiar with the Trust's Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You are required to attend induction training and mandatory training in Infection Prevention & Control every two years and be compliant.

##### **Effort & Environment skills**

- Physical Effort – Moderate physical effort required in the moving handling and general care of patients on most shifts.
- Mental Effort – Concentration and accuracy required in all aspects of the giving of treatments to patients.
- Emotional Effort - May be required to deal with distressing and or emotional situations involving patients illnesses and in dealing with patients and relatives.
- Working Conditions – can often be unpleasant, eg dealing with body fluids, soiled linen and unpleasant smells and sights.

The above indicates the main duties of the post which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder

**Person Specification:**

Attributes	Essential	Desirable	Method of Assessment
<b>Education/Qualifications</b>	Registered nurse Diploma (or equivalent experience) Evidence of post qualification specialist study in Critical Care Experience in mentoring	Degree Leadership qualification Mentorship Additional course aligned to CTCCU eg ECMO/ALS/ILS	Application Interview NMC check
<b>Experience</b>	Able to demonstrate understanding of a band 6 role. Substantial experience at Band 5 CT Critical Care experience Evidence of continuous professional development Experience of regularly managing a co-hort of patients Experience of clinical audit Leading a team Evidence of motivation	Experience of working within other areas of nursing  Working with multidisciplinary students	Interview Application References
<b>Skills</b>	Ability to set & establish priorities Team Player & Team Leadership qualities Assertiveness Good time management Basic I.T. skills Decision maker Communicate at all levels Lateral thinker and problem solver Management of change Influencing skills Delegation skills		Application Interview Presentation
<b>Knowledge</b>	Flexible to meet needs of post, including night duty.  Satisfactory sickness and absence record		Application Interview Occupational Health References

<p><b>Aptitudes</b></p>	<p>Ability to meet the changing needs of the role within the department in the light of experience and developments within the service.</p>	<p>Ability to demonstrate commitment to cardiothoracic critical care</p>	<p>Application Interview</p>
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