

JOB DESCRIPTION

GENERAL INFORMATION:

Title: Registered Nurse, Cardio-Respiratory & Critical Care (CRIC)

Grade: Band 5

Job Base: RBH

Responsible To: Senior Nurse/Modern Matron, Clinical Ward Manager

Accountable To: Senior Nurse/Modern Matron, Clinical Ward Manager

DBS checks: DBS – enhanced

Job summary:

- The post holder will participate as a member of the multidisciplinary team and reach desired levels of competence in carrying out all relevant forms of care without direct supervision
- He/she is required to develop additional clinical skills in the speciality
- He she is expected to participate in appropriate education and research requirements
- The post holder will work closely with the PICU/PHDU manager and multi-disciplinary team members in monitoring and maintaining policies, standards of nursing care and staff development as part of the ward team.
- To be flexible in the approach to the clinical area and provide cover for any area specified.
- We aim that all members of the paediatric team will work in an environment which provides support and mutual respect for each other
- To be flexible in the approach to the clinical area and provide cover for any area specified.
- The post holder is responsible for managing the care of an individual or group of patients and the needs of their families, ensuring that quality is maintained
- The post holder is required to develop responsibility in assessing care needs of patients in the clinical setting and to demonstrate nursing skills to new or junior nurses (after a period of satisfactory training and experience)

- The post holder will be required to supervise trainee or junior nurses (after a period of training/experience)
- The post holder will participate in monitoring and maintaining policies and standards of nursing care and staff development, as part of the ward team.
- To be flexible in the approach to the clinical area and provide cover for any area specified.

Main tasks & responsibilities:

- **Patient/customer care (both direct & indirect)**
 - In partnership with other professionals and disciplines to develop individual programmes which provide measurable outcomes of patient care. The process should include assessment, planning, implementation and evaluation of patient care in accordance with Trust and department policies.
 - Is required to work according to the NMC Code of Professional Conduct (2002)
 - Is required to understand the Children Act (1989, 2004), the Children's National Service Framework (2004) and know the nursing responsibilities in relation to these publications
 - To be aware of responsibilities in relation to national as well as local child protection policies
 - Is competent in reporting on patients' progress, giving feedback and planning desired change with senior staff.
 - Ensure that nursing documentation is maintained to the Trust standard (including electronic records).
 - Under supervision participate in conducting nursing audit to achieve the agreed standards.
 - Under the supervision of the Sister/Charge Nurse contribute and participate in the process of setting goals and benchmarking standards of care.
 - In conjunction with the staff team contribute to developing and maintaining a ward /department philosophy and model of care.
 - Demonstrate through a holistic approach to nursing care and day-to-day clinical issues an understanding of evidence-based practice.
 - To demonstrate awareness and compliance with Trust policies, procedures, guidelines and standards.
 - To be aware of the Trust's framework of clinical governance within the ward or department area, seeking advice or guidance where necessary.
 - Identify and report clinical risks so that appropriate action can be taken in accordance with the Trust risk management policy.
 - To provide a suitable and safe environment for the physical, psychological and spiritual well being for staff, patients/clients and their relatives/carers, seeking guidance or advice where necessary.

- Record and report all incidents/complaints involving staff, patients and visitors in accordance with Trust policies and assist in any investigations as required.
- To take charge of the clinical needs of a group of defined patients and/or ward or department on occasion prioritising workload according to changing clinical need over a 24 period.
- To delegate tasks and activities to a range of team members in relation to patient care.
- Participate in Trust wide research awareness sessions for nurses and midwives and recommend innovations for clinical practice.
- To actively promote a healthy lifestyle for patients and staff appreciating national strategy requirements.
- Be competent in the use of highly technical equipment in order to provide required and best care for each and every patient
- Be competent in accessing a variety of central lines in order to obtain blood samples or administer drugs

- **Communication**

- To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
- Contribute towards sharing good practice within the PHDU department and Trust wide.
- To promote a positive image of the Trust at all times.
- To work cohesively with all members of the PHDU team in ensuring that the very best services to patients are provided at all times.

- **People management**

- Actively manage own annual leave in line with Trust and local Policy and Procedure.
- Maintain, update and develop personal and professional knowledge and skills by participating in the Trust's appraisal process and PDP development.
- Participate in the programme for clinical supervision as required.
- Maintain a personal, professional profile, identifying role and skill developments in line within the NMC code of conduct.

- **Information management**

- To be actively involved in maintaining data quality on PAS or similar systems in the future.
- Undertake relevant training for electronic information systems in place & under development.
- Following Trust / local guidelines order relevant tests and access results reported on Web OCS.
- Participate in the collection of audit and research data as required.

- **Resource management**
 - To work together with the PHDU team to ensure effective use of resources
 - To actively engage with the rostering process on the ward/PHDU/PICU
 - To work together with the ward/PHDU/PICU team to ensure effective use of resources & adequate stock levels.

- **Service development**
 - To contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors.
 - To participate in staff education and development, including utilising appropriate learning opportunities and to act as a mentor and resource for student nurses, adaptation and unqualified members of the nursing team.

- **Policy development**
 - Under the supervision of the ward / department manager to work on delegated projects relating to local policy development.
 - To be actively involved in the implementation of Trust policies and procedures at unit / department level, reinforcing their use.
 - To actively promote a healthy lifestyle for patients and staff appreciating national strategy requirements.

To abide by the Trust's core behaviours for staff and all other Trust policies including standing financial instructions, research governance, clinical governance, patient and public involvement, codes and practices, and health and safety policies

Other duties

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

To undertake any other duties commensurate with the grade as requested.

ADDITIONAL INFORMATION:

Trust mission

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education.

Confidentiality

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act (1998) you must not at any time use personal data held by either Trust for any unauthorised purpose or disclosure such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trusts.

Health and Safety

The post holder must co-operate with Management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Smoking

It is the policy of Royal Brompton & Harefield NHS Trust that all people who work for the Trust or, while on its premises, obtain treatment or visit the Trust in any capacity, do so without exposure to tobacco smoke.

The Trust aims to provide appropriate support, in partnership with local Occupational Health and Primary Care Trust services, to ensure that Trust staff patients can access practical help and support in their attempts to stop smoking.

This policy is based on clear evidence that, in addition to the health risks taken by smokers themselves, others who breathe in exhaled tobacco smoke (passive smokers) have increased risk of disease.

The Royal Brompton & Harefield NHS Trust is a non smoking Trust.

Equal Opportunities

You are at all times required to carry out your responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

Risk Management

All staff has a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private patient's interest and your NHS duties.

CODE OF CONDUCT FOR PROFESSIONAL GROUP

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, and DoH Code of Conduct for Senior Managers).

Enhanced DBS CHECKS

Any applicant who is short-listed for this post will be asked to complete a Disclosure Form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The person successful in obtaining this post will be subject to a check from the Disclosure and Barring Service prior to the appointment being confirmed. The Disclosure will include details of cautions, reprimands, final warnings, as well as convictions if applicable.

CORE VALUES FOR TRUST STAFF IN RELATION TO INFECTION PREVENTION AND CONTROL

All Trust staff: will

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.
- Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Core behaviours for all Trust staff:

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality