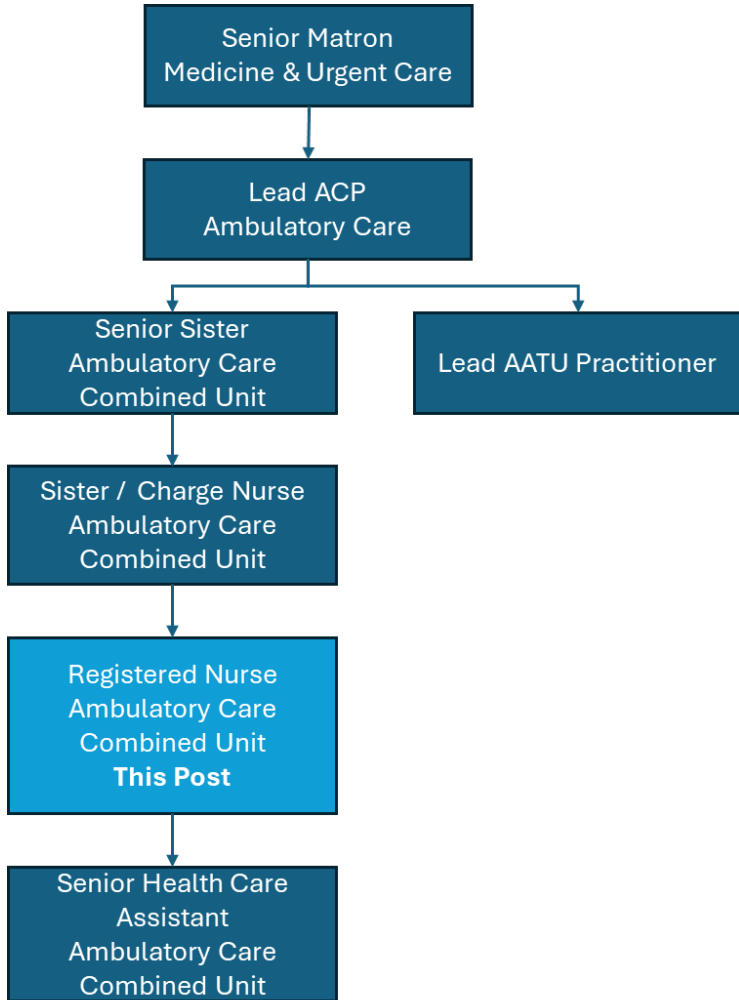


JOB DESCRIPTION

Job Title	Registered Nurse
Location/Division	Combined Ambulatory Care Unit (AATU & EDOU)
Care Group	Urgent and Emergency Medicine
Reports to	Senior Sister Combined Ambulatory Care Unit
Pay Band	5
Job Evaluation Reference No	1501v1/JE/26
Organisation Chart	 <pre> graph TD SM[Senior Matron Medicine & Urgent Care] --> LACP[Lead ACP Ambulatory Care] LACP --> SSA[Senior Sister Ambulatory Care Combined Unit] LACP --> LAATU[Lead AATU Practitioner] SSA --> SCN[Sister / Charge Nurse Ambulatory Care Combined Unit] SCN --> RN[Registered Nurse Ambulatory Care Combined Unit This Post] RN --> SHCA[Senior Health Care Assistant Ambulatory Care Combined Unit] </pre>

<p>Overview</p>	<p>The Ambulatory Assessment & Treatment Unit (AATU) and the Emergency Department Observation Unit (EDOU) provide a clinical service for cohort of patients who do not require a prolonged stay in hospital.</p> <p>The Emergency Department Observation Unit (EDOU) is a specialised, short stay area, designed for patients requiring 6 – 24hrs of observation, diagnostic testing, specialist review or treatment.</p> <p>The Ambulatory Assessment and Treatment Unit (AATU) provide care for people who are ambulant and do not require hospital admission for their assessment or treatment.</p> <p>The post holder will compassionate and skilled clinical nursing care which is patient focussed as well as contributing to the smooth delivery of the combined unit.</p>
<p>Job Purpose</p>	<p>As a member of a multidisciplinary team the post holder will have responsibility for the nursing assessment of patient care needs and the development, implementation and evaluation of programmes of care.</p> <p>In the absence of the Senior Sister/Charge Nurse or Sister, the post holder will, for the duration of the shift, take responsibility for the effective and efficient management of patients, staff and equipment.</p> <p>Provide direct supervision to junior Registered Nurses (RN 's) and Nursing students, Health Care Assistants (HCAs), ensuring they adhere to departmental policies and procedures.</p> <p>Keep records in connection to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures.</p> <p>In the event of a Major Incident use relevant knowledge, training and skills to provide acute care, supporting team leader/sister in charge.</p>
<p>Communication & Relationship Skills</p>	<ul style="list-style-type: none"> • Have a good working knowledge of the purpose and use of the combined unit's services as well as other departments • Communicate the purpose, rapid discharge and admission restrictions of the combined unit effectively, ensuring compliance without negativity from patients, families and other healthcare professionals • Demonstrate at all times a confidential and professional manner when communicating information • Demonstrate effective communication and interpersonal skills, adapting communication to meet the needs of a diverse patient group, including elderly patients, those with cognitive or physical impairments, and individuals displaying challenging behaviours

	<ul style="list-style-type: none"> • Provide information by explanation of often complex procedures, listening to the patients requirements in order to encourage compliance with the treatment process. Some patients such as the elderly will have a barrier to understanding or be unable to communicate because of e.g. dementia or deafness • Diffuse potentially volatile or violent situations using effective communication skills • Receive information from relatives and carers regarding patient care and provide reassurance (after consent has been gained from the patient) as to the necessity of treatment. • Maintain effective communication with patients, relatives, carers, the multidisciplinary team and external agencies (e.g. district nurses, social services), ensuring appropriate and timely information sharing • Communicate clinical, managerial and organisational information to other colleagues within the combined unit. • Ensure information given to other agencies is delivered directly to the intended recipient and is in accordance with hospital policy and departmental guidelines. • Communicate sensitively in emotionally distressing situations, including during unexpected or adverse events • The post holder will be able to communicate via a common medium to ensure safe patient care.
<p>Knowledge, Training & Experience</p>	<ul style="list-style-type: none"> • Registered Nurse with current NMC Registration • Demonstrate appropriate professional knowledge, skills and competence to deliver care based on current evidence, best practice and where appropriate, validated research when it is available in accordance with the NMC • Ability to take responsibility and make decisions based on own knowledge, following guidance from organisational policies, procedures and senior colleagues • Awareness of responsibility and accountability of role i.e.: legal and ethical issues • Competent, following appropriate training, in core clinical skills including: <ul style="list-style-type: none"> ○ cannulation and venepuncture; ○ electrocardiogram (ECG) recording; ○ Advanced Life Support (ALS);

	<ul style="list-style-type: none"> • Knowledge of safeguarding procedures for both adults and children, including support strategies for vulnerable individuals • Knowledge of Manx Mental Health Act (1998) in relation to the provision of a place of safety • Ability to teach, directly supervise and assess competency of less experienced RNs, HCA's • Attend mandatory training as per hospital and local policies and ensure adherence to principles within. • Information technology skills in email, PAS, PACS, Microsoft Word • Ability to work as part of a multidisciplinary team • Be able to deal with potentially aggressive and violent incidents whilst maintaining safety of self and others • Ability to assess risk and take appropriate action • Ability to administer Patient Group Directive Drugs including controlled drugs and to take home packs, ensuring patients are educated in the usage of these medications • Knowledge of standard setting and auditing.
Analytical Skills	<ul style="list-style-type: none"> • Responsible for the correct identification of patients using local and national guidelines • Responsible for the assessment, planning, prioritising, implementing and evaluating nursing interventions, i.e.: wound dressings • Responsible for comprehensive healthcare needs assessment and using clinical skills that are evidence based i.e. social care assessment in relation to current injury prior to discharge • Responsible for ensuring patient safety and wellbeing whilst under your care including transfer of patients from the combined unit to other areas • Responsible for maintaining triage skills; assessing and prioritising patients and referrals with a wide variety of injuries/illnesses such as broken bones, burns and foreign bodies, respiratory illnesses, etc, utilising own knowledge, experience, AATU pathways and National guidelines • Demonstrate and use judgemental skills for assessing a variety of acute patient conditions, such as respiratory conditions, head injuries, cardiac problems.
Planning & Organisational Skills	<ul style="list-style-type: none"> • Plan and organise own daily allocated responsibilities within the combined unit, prioritising workload to ensure the needs of patients are met in a safe, timely manner depending on the severity of a patient condition and the direct impact on their management

	<ul style="list-style-type: none"> • Demonstrate good time management and organisational skills, acting as a role model for all staffs • Undertake transfer and discharge planning involving other services such as Intermediate Care, Social Services, District Nurses and Health Visitors • When in charge of the combined unit undertake the following roles (this list is not exhaustive): <ul style="list-style-type: none"> ○ Allocate staff to areas with regard to skill mix, ○ Plan and organise breaks. ○ Maintain safe staffing levels are maintained, organising staff cover when required. ○ Escalate Department Manager of any absences in accordance with the hospital policy • Coordinate the assessment and review of patients by other healthcare professionals • Demonstrate effective use of time of self and others by effectively managing workload; minimising disruptions and ensuring waiting times are kept to a minimum.
<p>Physical Skills</p>	<ul style="list-style-type: none"> • The post holder will be able to observe care delivered and assess patients both visually and via touch • The post holder will be able to deliver medication via a variety of mediums and use equipment safely and effectively • Have a high level of manual dexterity in order to perform intricate, specialised and potentially pain inducing tasks such as insert a cannula; venepuncture; administer drugs; perform an ECG; observations such as temperature and blood pressure readings and perform advanced cardiac and advanced trauma life support • Moving and handling of patients from self-caring to total dependence • Moving and handling of equipment • Eight hour/Twelve hour shifts active at all times, mostly standing and walking • Frequent short periods of moderate physical effort • Accurate keyboard skills using word, excel, hospital data bases • Skilled in assisting in emergency invasive procedures such as insertion of chest drains, Central Venous Pressure line insertion into the heart of critically ill patients, Diagnostic Peritoneal Lavage etc.

<p>Responsibility – Patient/Client Care</p>	<ul style="list-style-type: none"> • Responsible for the correct identification of patients using local and national guidelines • Responsible for the delivery of care ensuring that high standards of care are maintained at all times • Responsible for the assessment, planning, prioritising, implementing and evaluating nursing interventions, i.e.: Wound dressings • Responsible for comprehensive healthcare needs assessment and reassessment for accident and emergency patients, using advanced clinical skills that are evidence based i.e. social care assessment in relation to current injury prior to discharge • Responsible for ensuring patient safety and wellbeing whilst under your care including transfer of patients from A&E • Responsible for maintaining triage skills; assessing and prioritising patients with a wide variety of injuries/illnesses such as broken bones, burns and foreign bodies, respiratory illnesses etc, utilising own knowledge, experience, AATU pathways and National guidelines • Demonstrate and use judgemental skills for assessing a variety of acute patient conditions, such as: respiratory conditions, head injuries, cardiac problems • Responsible the acquisition of knowledge related to the needs of patients with multi-cultural backgrounds, taking these needs into consideration and incorporating them into the delivery of their care • Actively participate in health promotion strategies within clinical practice for patients, relatives and carers • Provide clear and concise explanations to patients, relatives and carers who are undergoing treatment so that they are fully aware of the implications and what will occur • Provide information on how the patient will receive results and post treatment care • Responsible for ensuring that administration of prescribed drugs including controlled substances, the provision of drugs to take home from the Patient Group Directive, drugs administered in emergency situations such as cardiac arrest, are in accordance with the Hospital Medicine Policy. Also responsible for the appropriate recording of drugs given during treatment in accordance with NMC guidelines.
<p>Responsibility – Policy and Service</p>	<ul style="list-style-type: none"> • Adhere to departmental policies and procedures, Hospital policies and the principles of risk management • Maintain confidentiality in accordance with professional code of conduct and organisational policies to ensure that no unauthorised personnel access information regarding patients

	<ul style="list-style-type: none"> • Be aware and adhere to local infection control policies, promoting practice which reduces the risk of cross infection within the department/hospital • Be able to manage an unpredictable workload effectively and interact successfully with other healthcare professionals • At all times adhere to departmental, hospital and local policies, procedures and guidelines, including identification of risk (clinical, health & safety and security) • Record and report all untoward incidents in accordance with hospital policy.
Responsibility Finance and Physical Resources	<ul style="list-style-type: none"> • On a daily basis be prepared to operate specialist equipment in differing and demanding environments • Effective, efficient and economical use of resources within the department to maintain adequate levels of stock and equipment, ensuring stock is replenished when required • Maintain a high level of expertise in the safe operation of equipment related to patient care and be familiar with the action to be taken when dealing with hazards and faulty equipment • Ensure the ordering, storage and administration of medications is in accordance with hospital and local policy • Maintain departmental stock levels through ordering of items and ensuring economic use of all resources • Must be able to ensure safe and appropriate use of, and maintain and clean all equipment utilised within the combined unit, for example, bear hugger (for treatment of hypothermic patients); alaris pump and syringe driver (for administration of intravenous medication over time); ECG machine etc • Ensure safe and appropriate use of flammable and hazardous equipment used in the treatment of patients: oxygen cylinders; nebulisers and suction as per COSHH guidelines/regulations • Must be able to ensure safe and appropriate use of, and maintain and clean all equipment associated with patient assessment: blood pressure and oxygen saturation monitor; urinalysis machine; BM machine for analysing blood glucose content; etc • Ensure safe and appropriate use of treatment aids: ring cutter for removing rings when digits are swollen; defibrillator and automated external defibrillator (AED); catheters etc • Report and take appropriate action on faulty equipment and premises • Ensure that knowledge in the use of equipment is kept up-to-date and report training needs to Senior Sister or Sister

	<ul style="list-style-type: none"> • Effective, efficient and economical use of resources within the department to maintain adequate levels of stock and equipment, ensuring stock is replenished when required.
Responsibility Staff/HR/Leadership/Training	<ul style="list-style-type: none"> • Supervise colleagues as required and act as a source of advice, using own knowledge, expertise and professional guidelines • Be able to take charge of the unit or part of when required, for the duration of a shift, effectively managing resources and coordinating patient flow through the combined unit and ensuring attendance times do not extend 24hrs • Responsible for the delivery of high standards of nursing care and demonstrate clinical excellence, acting as a role model to staff • Work as an effective team member, empowering members of the team, promoting practice development in a controlled environment • Provide mentorship for new nurses, health care assistants, agency nurses and students in line with professional and organisation guidelines • Keep up to date with mandatory training in line with organisational policy • Participate in annual appraisal procedures to enable continuous professional, personal and service development • Contribute to the induction and continuous professional development of colleagues by directly supervising clinical practice and observing and assessing competency of practice • Participate in the in-service education programme, identifying own area of specialist interest relevant to the combined unit, and develop a link role for the dissemination of information and education of colleagues • Evidence of continuing professional development by maintaining a professional portfolio in accordance with Post Registration Education and Practice (PREP) requirements as defined by professional body • Work as an effective team member, empowering members of the team, promoting practice development in a controlled environment • Maintain knowledge and skills in order to take charge of a resuscitation team, i.e. Advanced Life Support (ALS) and Intermediate Trauma Life Support (ITLS).
Responsibility – Information Resources	<ul style="list-style-type: none"> • The post holder must ensure that they are aware of, trained in and comply with GDPR regulations and all

	<p>polices relating to confidentiality and access to patient information</p> <ul style="list-style-type: none"> • The post holder will have the ability to access all DHSC IT systems which are necessary to their role including NHS mail and be responsible for their use as per organisational guidance • The post holder will be computer literate and be able to use a variety of tools including but not limited to: <ul style="list-style-type: none"> o Microsoft office suite o Up to date o Teams o Open Athens • The post holder will ensure that accurate contemporaneous records of patient care are kept in accordance with hospital policies and be responsible for the monitoring of recording keeping within their practice area • Maintains accurate, up-to-date nursing records in line with the NMC standards using patient administrative system, (PAS) and patient record tracking system • Must be able to maintain a working knowledge of the following information technology (IT) systems: patient administrative system (PAS) for patient registration which links to other IT systems such as the radiological information system; picture archive and communication system (PACS) for access of radiological images; Toxbase National Poisons Information Service (for obtaining poisons information and treatment guidelines); label printers; and others • Responsible for correctly recording patient details on appropriate computer systems and in patient notes.
<p>Responsibility – Research & Development</p>	<ul style="list-style-type: none"> • Participate in clinical audit as required, disseminating results to colleagues to improve services and facilitate best practice • Maintain and update knowledge of appropriate validated research and medical and nursing advances in order to demonstrate an ability to deliver care based on current or best practice and to promote a continuous improvement within the department • Undertake clinical audit acknowledging available national/local audit tools and evaluate the results, formulate appropriate action plans based on the results and disseminate them to colleagues • Ensure research based practice, introducing and implementing new evidence through participation in audit and projects • Under direction and supervision participate in national and local clinical trials in accordance with the procedure of the trial

	<ul style="list-style-type: none"> • Utilise the hospital incident reporting system.
<p>Freedom to Act</p>	<ul style="list-style-type: none"> • The post holder will be responsible for recognising their own limitations in the provision of clinical care and leadership and will identify the need to refer, consult or arrange support from other members of the Manx Care team • The post holder should actively challenge and escalate decisions made by others if they are outside departmental and/or hospital policies or not considered to be in the best interests of the patients • The post holder will have the ability to respond to challenging or complex situations • The post-holder will be required to be accountable for their own area of practice and complete the appropriate delegation of tasks within the combined unit team • The post holder will contribute, under the supervision of the Senior sister, to the development of agreed standardised protocols/guidelines with associated clinicians to improve organisation and delivery of high quality care according to best clinical governance models and in accordance with Manx Care, network and national guidelines for their area of speciality.
<p>Confidentiality</p>	<p>In the course of your duties, you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.</p>
<p>Health & Safety</p>	<p>It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their</p>

	respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.
Safeguarding	The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment. Staff must work in accordance with all health and social care policies relating to safeguarding.
CARE	In Manx Care we pride ourselves on being Committed and passionate, Accountable and Reflective, Respectful and Inclusive and Excellent and Innovative. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.
<p>JOB DESCRIPTION AGREEMENT</p> <p>I have read and agree with the content of this job description and accept that the role will be reviewed annually as part of the development review process.</p> <p>Job holder's name (please print) </p> <p>Job holder's signature </p> <p>Line manager's name (please print) </p> <p>Line manager's signature </p> <p style="text-align: right;">Date </p> <p style="text-align: right;">Date </p>	



JOB DESCRIPTION APPENDIX 1

Physical, mental & emotional demands of the job and working conditions

Physical effort	<ul style="list-style-type: none"> • Frequently manipulate and position patients for treatment during every shift • Kneel, crouch, bend and stretch to perform tasks such as dressings, catheterisation and immobilisation on every shift • Frequent transfer of patients on every shift from a trolley, bed, chair and x-ray table requires the use of safe moving and handling skills, using mechanical aids, such as hoists, pat-slides and slide sheets, where appropriate • Frequent specialised moving of patients on scoops and spinal boards, i.e. log roll which requires coordinated, synchronised, precise movement and stretching • Have the expertise to handle and operate highly specialised and expensive equipment on every shift • Physical skills and dexterity required on every shift for procedures such as, escorting patients to wards and other departments • Cleaning of equipment and changing mattress sheets on every shift involves bending and lifting • Walks and stands for long periods of time on every shift • Walk long distances whilst pushing a patient in a chair or trolley to transfer them to a ward or another department • Repetitive use of keyboard skills for the entry of data into IT systems such as PAS and the access of data from IT systems such as PACS • Be able to work at speed when treating a seriously ill patient, often prior to emergency surgery or transfer • Frequently moving and handling heavy boxes of supplies from stores or pharmacy (e.g. Examination gloves, medications) and then unpacking and storing in appropriate. Requires repetitive stretching, lifting and bending.
Mental effort	<ul style="list-style-type: none"> • Frequent concentration is required when assessing and treating patients throughout the majority of the shift periods • Frequently change from one speciality to another (i.e. orthopaedic, cardiology, mental health, etc) requires practitioner to have a broad knowledge base along with good recall skills

	<ul style="list-style-type: none"> • Caring for several patients, with differing problems, at the same time requires complex concentration/decision making skills, regularly, each shift • Complex and precise concentration is required for drug administration: drug calculations, also in emergency situations e.g. cardiac arrest; calculation of paediatric dosages; ensuring correct drug, dose and route of administration; titration of dosages; administration of intravenous and blood infusions • Concentration can be interrupted when answering queries from patients/colleagues/ phone calls etc • Deals with regular requests from all members of multidisciplinary team, on occasion having to cope with several requests at the same time • Concentration is required frequently on every shift for admission and discharge of patients including obtaining patient history; recording observations; acting on these observations; compiling nursing records • Recalling and utilising own knowledge/experience for delivery of care and teaching junior staff, regularly, each shift • Triaging patients in regard to referrals and care needs requires periods of intense concentration frequently throughout the shift • Documentation of care given requires accurate recollection of events regularly on each shift • Prioritising workload requires diplomatic skills in discussion with relatives, carers and the multidisciplinary team who all believe their patient should take priority • Will be expected to carry out several tasks at one time, switching tasks throughout the shift • When explaining procedures to patients, relatives, etc; ensures that understandable terminology is used, regularly, each shift • Frequent concentration required on every shift when observing patient behaviour, the majority of which may be unpredictable • Equipment malfunction requires evaluation of the situation and provision of an immediate solution, often in tense situations • Frequent concentration and dexterity are required to undertake clinical procedures such as cannulation and venepuncture.
Emotional effort	<ul style="list-style-type: none"> • Frequent care of patients in pain on every shift • Providing care to terminally ill patients and their relatives and carers

	<ul style="list-style-type: none"> • Providing last offices care to deceased patients in line with the unexpected patient death guidelines placing patient identification tags on the body, completing mortuary paperwork, placing the body in a body bag, liaising with the Coroner’s Officer • Involved with adult safeguarding issues regularly • Involvement in “ breaking bad news” • Involved in emergency situations such as cardiac arrest, collapse and death of adults etc • Repeatedly support and care for patients and relatives following diagnosis and prognosis on every shift • Provide information and guidance to support patients and relatives under difficult and sensitive situations such as drug/alcohol overdose • Move quickly from a routine examination to an acute setting due to sudden and unpredictable demand • Communicate with and support distressed, anxious and worried patients, relatives, carers and other members of staff on every shift • Defusing potential violent/aggressive situations.
Working conditions	<ul style="list-style-type: none"> • Frequent exposure to unpleasant odours, bodily fluids and hazardous substances throughout every shift: blood; urine; faeces; cleaning fluids; clinical waste • Regular exposure to infectious illness/conditions • Exposure to climatic elements when assisting patients into the department from the car park/ambulance bay • Frequent exposure to sharps, e.g. needles and syringes, throughout every shift • Regular exposure to swearing, spitting, hostility, verbal and physical abuse from patients and relatives • Occasional risk of exposure to scattered ionising radiation when holding/staying with patient in x-ray, CT scan and trauma rooms • Moving from cold air-conditioned area to hot air conditions in the working area • Work constantly in artificial lighting with little natural daylight • Frequent use of visual display units (VDUs) to register patients, access blood results and x-rays • Expected to work evenings, weekends and nights as part of normal working hours • Frequently deals with patients who are under the influence of drugs and/or alcohol and may potentially be aggressive and violent.
<p>Agreement of above description</p> <p>I have read and agree with the content of this job description and accept that the role will be reviewed annually as part of the development review process.</p>	

Job holder's name (please print) Job holder's signature Line manager's name (please print) Line manager's signature	Date Date
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Person Specification

Criteria for selection	Attributes	Essential (E) or Desirable (D) requirements	Method of assessment
Qualifications	<ul style="list-style-type: none"> Registered Nurse with current NMC Registration. Mentor/preceptorship qualification Teaching and assessing ALS or willing to work towards 	E D D E	CV Pre-Employment Checks
Knowledge & Experience	<ul style="list-style-type: none"> Understanding of professional accountability. 	E	Interview Portfolio

	<p>the value of diversity and INCLUSION</p> <ul style="list-style-type: none"> • Demonstrate EXCELLENCE in the supporting Senior Sisters to assure assessment, diagnosis, planning, delivery and evaluation of care; demonstrate the value of creating continuous INNOVATION 	E	
Circumstances & Interests	<ul style="list-style-type: none"> • Satisfactory Police Check • Up to date portfolio of achievement • Evidence of continuing professional development 	<p>E</p> <p>E</p> <p>E</p>	<p>Pre-employment Check</p> <p>CV Interview</p>