



ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

JOB DESCRIPTION

Job Title:	Registered Nurse Intensive Care / High Dependency Unit
Location:	Noble's Hospital, Surgical Division
Accountable to:	Divisional Manager
Reports to:	Unit Manager
Pay Band:	Band 6
Job Reference No:	0556v5/JE/15
Organisation Chart: (attached)	<pre> graph TD DM[Divisional Manager] --> MIRS[Manager Intensive Care and Renal Services] DM --> CNS[Clinical Nurse Specialist Renal Services] MIRS --> SCN[Sister / Charge Nurse] MIRS --> SCNR[Sister / Charge Nurse Renal Services] SCN --> RN1[Registered Nurse] SCNR --> RN2[Registered Nurse] RN1 --> HCA1[Health Care Assistant] RN2 --> HCA2[Health Care Assistant] HCA1 --> HK1[House Keeper] HCA2 --> HK2[House Keeper] HK1 --> WC1[Ward Clark] HK2 --> WC2[Ward Clark] </pre>



JOB PURPOSE

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

In the absence of the Sister / Charge Nurse or Deputy you will effectively and efficiently manage the resources available to care for patients on the shift

Supervise junior Registered Nurses (RNs) and Health Care Assistants (HCAs)

Keeps records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures

KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- Registered Nurse with effective NMC Registration
- 3 Years ICU experience or ICU course
- ICU course or working towards critical care course
- Mentoring and Assessment Course
- Maintain and improve professional knowledge, skills and competence to ensure the delivery of evidence based practice in line with the Nursing and Midwifery Council (NMC)
- Attend and participate in a personal review interview and identify own educational and training needs and incorporate them within the needs of the Division and the Organisation
- All staff will be trained to the minimum level of Intermediate Life Saving.
- Following appropriate training will be able to provide extended practices such as, venepuncture, arterial blood gas sampling, arterial blood gas analysis, ECG recording and interpretation, fine bore naso-gastric feeding tube insertion, oral and nasal airway insertion and removal.
- Ability to educate, supervise and assess junior RN's HCA's and Students.
- Attend, demonstrate and maintain competency in mandatory training subjects
- Maintain a professional portfolio in accordance with Post Registration Education and Practice (PREP) requirements as defined by NMC (2002)
- Be familiar with and adhere to DHSC and Divisional policies and procedures relevant to your post
- Demonstrate effective use of time of self and others



- Effective listening and interpersonal skills such as when dealing with relatives, healthcare professionals and during assessment of patients
- Ability to work using own initiative
- Ability to work in a team, may take charge of a nursing team

MAIN DUTIES & RESPONSIBILITIES

- Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of nursing care
- Organise own workload to ensure that the interests of patients are paramount
- Must not, by act or omission, endanger the safety of him / herself or others and must report all untoward occurrences and incidents
- Responsible for maintaining patient healthcare records to agreed standards in line with Professional and organisational guidelines
- Supervise junior staff / students who are providing care to patients
- Maintain professional registration
- Adhere to the NMC Code of Conduct and associated guidelines

- **CLINICAL**

- Responsible and accountable for the assessment, planning, implementation and evaluation of the care needs for patients ensuring safe practice and maintaining high standards of care
- Incorporate health education and health promotion within clinical practice through providing verbal and written information to patients / relatives / carers
- To maintain effective communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met
- Contribute to the effective discharge planning of patients through taking the lead for the nursing care
- Keeps records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures
- Administration of intravenous drugs via, cannula, peripherally inserted catheters,



central venous lines and pulmonary artery catheters.

- Ability to undertake venepuncture, also taking blood via arterial cannula and central venous catheter
- Establish, increase, wean, titrate potent drug infusions e.g. inotropes and sedation on critically ill patient whilst continuously observing and monitoring them.
- Assist medical staff with the insertion of central venous catheters, arterial catheters, vascath and pulmonary artery catheters.
- Set up and care of invasive monitoring systems such as, central venous catheters, arterial catheters and pulmonary artery catheters.
- Set up, and care of patient controlled analgesic machines including administering clinician boluses.
- Administration of intravenous controlled drugs via, cannula and central venous lines.
- Care of epidural cannula, monitoring the effects of pain and the height of the block and removal of the cannula.
- Removal of arterial catheters, central venous lines, vascath and pulmonary artery catheters.
- Lining and priming of haemofiltration machines.
- Initiating, care of, troubleshooting and discontinuing of haemofiltration treatment.
- Care of airway adjuncts e.g. oral airway, nasal airway, endotracheal tube, and tracheostomy.
- Ability to assess and insert airway adjuncts e.g. oral airway and nasal airway
- Suctioning of patients via, endotracheal tube, tracheostomy, oral and nasal airways
- Care of unconscious patients, confused patients and patients who are high dependant or critically ill.
- Care of critically ill and high dependant children from all age groups.
- Care of patients from various specialisms e.g. Trauma, Spinal Injuries, Orthopaedic, Surgery, Medicine, Metabolic/Hepatic, Facial Maxilla, Obstetrics, Gynaecology, Poisons, Renal, and Respiratory.
- Care of patient and family for organ donation, liaising with the transplant co-ordinator.
- Liaising with in-flight co-ordinator and preparing patient in emergency situation for transfer off Island often working to a short deadline



- Set up and safety checking all types of ventilators.
 - Care of patients on all types of ventilators.
 - Assisting the medical staff with performing percutaneous tracheostomy.
 - Member of the hospital cardiac arrest team.
 - Acting as a technician by processing arterial blood gases for other hospital wards and departments.
 - Obtaining blood specimens from arterial lines, central venous lines and pulmonary artery catheters.
 - Arterial blood gas interpretation and analysis and acting on results.
 - ECG recording, interpretation, and acting on results.
 - Transfer of critically ill patients to other departments for diagnostic purposes e.g. to the CT scan who are ventilated, fully monitored, and having multiple drug infusions.
 - Act as link nurses for specialist areas e.g. moving and handling. resuscitation, infection control, and pain
 - After appropriate training in aeromedicine be able to transfer patients at Level 2 and 3 off Island to other NHS Hospitals for specialist treatments.
 - Provide advice and act as a resource to other hospital wards and departments.
- **PROFESSIONAL**
- At all times:**
- Adhere to the Nursing and Midwifery Council Code of Conduct and associated guidelines
 - Work within the agreed ward / Division philosophy
 - Work within DHSC policies and procedures
 - Act as a professional role model to patients / relatives / carers / staff / general public
 - Act in such a manner as to promote and safeguard the interests and wellbeing of patients
 - Maintain professional registration in line with NMC requirements
 - Contribute to the supervisory and peer review processes
 - Participate in Individual Performance Review procedures, to enable continuous



professional, personal and service development

- Maintain full and accurate clinical records and be aware of the legal implications of these documents
- Establish and maintain effective communication channels with all members of the multi professional team
- Dress and conduct should be of a standard that promotes patient and public confidence in the ability of the individual and the service as a whole

• **TRAINING, EDUCATION & RESEARCH**

- Contribute to the induction and ongoing / continuous professional development of Registered Nurses and Health Care Assistants e.g. supervise clinical practice, observe and assess competency of practice
- Participate in the unit teaching both formally and informally
- Contribute to the writing of shared guidelines/protocols for care
- Identify, collect and participate in the evaluation of information to support multi-disciplinary decision making
- Undertake clinical audit in line with National/ organisational audit tools
- Under direction and supervision participate in clinical trials in accordance with the procedure of the trial
- Act as trainers for equipment, training staff to be competent in its use and updating them at 2 yearly intervals.

• **PLANNING & ORGANISATIONAL SKILLS**

- Organise own workload and workload of junior RN's, student nurses and HCA's to ensure that the needs of patients are met
- Undertake transfer and discharge planning involving and co-ordinating other services such as Social services, District Nurses, Health Visitors
- Organise the safe transfer of fully sedated / ventilated patients for tests outside of the intensive care unit environment.
- Plan, organise and co-ordinate straight forward activities such as:
 - Ensuring safe staffing levels on a shift basis
 - Staff breaks



<ul style="list-style-type: none">• Staff movement• Support the planning and co-ordination of care for a group of patients
<ul style="list-style-type: none">• COMMUNICATION <p>On a daily basis:</p> <ul style="list-style-type: none">• Provide and receive sensitive and confidential information by telephone, written, electronically and verbally from all healthcare professionals regarding patient care• Expected to utilise effective verbal and non-verbal communication and interpersonal skills with patients / carers / relatives / visitors and healthcare professionals with internal departments and external agencies, e.g. Transfer of Care Co-ordinator, Social Services regarding patient discharge• Expected to utilise effective verbal and non-verbal communication and interpersonal skills with patients / carers / relatives / visitors who may be distressed / angry / confrontational• To maintain effective 2 way communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met• Liaising with the transplant co-ordinator and patients family providing all clinical information as requested with reference to organ donation.• Liaising with in-flight co-ordinator and preparing patient in emergency situation for transfer off Island often working to a short deadline
<ul style="list-style-type: none">• MANAGERIAL / LEADERSHIP <ul style="list-style-type: none">• Supervise junior RNs, student nurses and HCAs and act as a source of advice to ensure their Learning objectives are met such as nursing procedures• Contribute towards preceptorship / mentorship of new staff and students in line with professional/organisational guidelines• In the absence of the Sister / Charge Nurse or Deputy Sister / Charge Nurse ensure safe staffing levels in order that patient needs are met• Request bank staff with authorisation of Senior Management• Deputise for the Sister / Charge Nurse and Ward Manager in their absence and be able to lead the Intensive Care Unit team of nurses on a shift basis as required.



- **CLINICAL GOVERNANCE**

- Assist in the maintenance and monitoring of an acceptable environment for patients, reporting and taking appropriate action on hazards and faulty equipment
- Comply with and participate in the DHSS framework of Clinical Governance within your own ward/department, seeking advice or guidance where necessary
- Be aware of and comply with policies, procedures and guidelines. This will include the identification of risk (clinical, health and safety and security)
- Record and report all incidents/complaints involving staff, patients or visitors and assist in any investigation as required in accordance with the DHSS Complaints Procedure
- Comply with the need for patient confidentiality, including requirements of the Data Protection Act
- Undertake and action as necessary risk assessment in accordance with Statutory guidance and hospital policy and procedures such as COSHH, moving and handling, Malnutrition Universal Screening Tool (MUST)
- Maintain appropriate knowledge about and involvement in, agreed strategies and programmes to continuously improve the standards of clinical care through:
 - Patient and user involvement
 - Risk and complaint management
 - Clinical effectiveness and audit programmes
 - Continuous professional development

- **SYSTEMS & EQUIPMENT**

- Ensure accuracy is maintained in the ordering, storage and administration of medications in accordance with local hospital policy
- Maintain departmental stock levels, through ordering of stores, ensuring economic use of all resources
- Expected to co-operate with management to maintain safe systems and safe workplaces
- Have a knowledge of all equipment used in area
- Ensure equipment or instruments used have been properly checked, left clean and ready for use in accordance with the Infection Control Manual / hospital policies
- Report and take action on faulty equipment



Examples of equipment and machinery used:

Very specialised

- Oscillator ventilator
- Ventilators all types
- Haemofiltration machines
- Pulmonary Artery Catheter Pressure Monitoring Equipment

Specialised

- Continuous positive airway pressure machines
- Warm humidification devices
- Arterial pressure monitoring systems
- Central venous monitoring pressure systems
- Continuous patient vital signs monitoring
- Cardiac output monitoring
- Inline patient suctioning systems
- Rapid intravenous fluid delivery device
- Electrocardiograph recording
- Patient controlled analgesic machines
- Epidural devices
- Arterial blood gas analyser

Generic

- High flow oxygen delivery systems
- Intravenous infusion pumps
- Intravenous syringe driver devices
- Enteral nutrition pumps
- Moving and handling equipment and aids – all types
- Patient warming systems
- Intravenous fluids and blood warming devices
- Cardiac defibrillators

- Maintenance of patient records

- Working knowledge of IT systems, e.g. PAS / PACS, Basic Word Processing

- Ensure own time sheet is completed

• **DECISIONS & JUDGEMENTS**

- Assess, plan, prioritise, implement and evaluate nursing interventions to meet patient needs both independently and taking into account input from other members of the multidisciplinary team
- Assess and evaluate patient condition to establish any change, report and act accordingly
- Analysis of patient condition and subsequent planning of programmes of care, taking



action as required	
<p><u>Confidentiality</u></p> <p>In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. 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 2002.</p>	
<p><u>Health & Safety/Security</u></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 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.</p>	
<p><u>Safeguarding</u></p> <p>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.</p>	
<p><u>CARE</u></p> <p>In the DHSC we pride ourselves on being committed, appreciative, respectful and excellent. 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>	
<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>Date:</p>



Line Manager's name (please print)	Date:
Line Manager's signature:	

JOB DESCRIPTION APPENDIX 1

**PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB
AND WORKING CONDITIONS**

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

<p>Physical Effort</p> <ul style="list-style-type: none">• Frequent short periods of moderate to intense physical effort involving loads in excess of 15kgs with and without the use of mechanical aids in activities as rolling the patient for hygiene requirements, for pressure area relief and limb positioning, this occurs on a two or four hourly basis.• Occasional requirement to exert intense physical effort for long periods during the shift i.e. transferring patient and equipment through the hospital i.e. From A&E and theatres, to other departments for investigations such as CT Scan. This situation arises at least on a weekly basis• Bends and crouches to measure urine output, observe chest drains, wound drains etc. Stretches to alter monitor display, to amend ventilator settings, check IV infusions, pressure bags etc., and to listen to patient's breath sounds with a stethoscope.• <u>Two to three times per shift</u> Stretches across patient for hygiene purposes, to carry out dressings, change or adjust cardiac monitoring electrodes/wires etc. Bends and crouches to empty full urine bags and change kidney dialysis fluid bag (weighing 10kg) which involves physically lifting and carrying of the same without mechanical aids. bends and crouches when using keyboard skills to obtain laboratory reports, report writing etc• <u>Daily / as necessary</u> Stretches to carry out procedures such as catheterisation, and to assist medical staff with insertion of breathing tubes etc. This involves stretching across the patient to apply pressure to an area of the neck for patient safety during the procedure. Bends to hold / support patient limbs whilst doctor inserts invasive lines into veins/arteries. Bends to change clinical waste bins, carrying rubbish bags to the disposal area. <p>Repetitive movements such as bending, stretching, typing / keyboard skills. Pushing hoists, chairs, beds to locations inside and outside area. Transferring patients from</p>
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bed to chair and vice versa

- Occasional involvement in obtaining medical notes from around the hospital and delivering specimens to the Pathology Department

Mental Effort

- Assesses and diagnoses patient's condition responding to frequently changing patient conditions, and staff needs
- Writes reports and risk manages concentration predictable / unpredictable level as responds to requests as needed within and out with ward / department, teaches clinical / manual skills. Checks documents, calculates drug dosages
- Will experience interruptions during the course of each shift
- Makes decisions on a constant basis regarding patient care and transfers.

Emotional Effort

- At least once per month gives unwelcome news to staff, patients, and relatives of limited treatment expectations / prognosis. Cares for patients with terminal illness / poor prognosis
- Frequently explains in simple terms medical situations to relatives. Providing further explanation and clarification of information given by medical staff, this is often around sensitive and contentious issues.
- On a weekly basis inform relatives that the patient's condition has deteriorated.
- Deals with difficult patients who are mentally and physically demanding, difficult families, circumstances and situations
- Deals with distressed relatives, victims of abuse and deceased patients relatives
- Involvement in sometimes fraught social situations, regular exposure to pain and stress of others, providing support to colleagues and others as and when required
- Discusses with relatives the potential for organ donation. Ensuring all possible advice is available, involving outside agencies where appropriately. Situation may arise three to four times per year.

Working Conditions

- Frequent unpleasant smells / odours, noise, body fluids, faeces, vomit, emptying bedpans and urinals, catheter bags
- Handling of infectious material, lice and fleas, contaminated equipment / work areas, foul linen. Risk of needle stick injuries



- Use of computer on a daily basis

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder's Name (please print)

Date:

Job Holder's Signature:

Line Manager's Name (please print)

Date:

Line Manager's Signature:



ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

ICU/HDU - SURGICAL DIVISION

Registered Nurse

PERSON SPECIFICATION

CRITERIA FOR SELECTION (Justifiable as necessary for safe and effective performance)	ESSENTIAL REQUIREMENTS (A clear definition for the necessary criteria)	DESIRABLE REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)	METHOD OF ASSESSMENT (Application, CV, Portfolio, Certificates, Interview)	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	Registered Nurse on NMC register Mentor / preceptorship qualification Ability to teach and assess all levels of staff Diploma in speciality		NMC Check Application Interview Certificates	
KNOWLEDGE & EXPERIENCE	3 Years experience in critical care	IT skills	Application Interview Portfolio	



	<p>Critical Care Course or evidence of working towards</p> <p>Understanding of professional accountability</p> <p>Evidence of continuing professional education</p> <p>Current professional profile</p> <p>Awareness of the current issues in critical care</p> <p>ILS</p>	ALS		
<p>SKILLS & ABILITIES</p>	<p>Effective communicator</p> <p>Supportive team member</p> <p>Ability to work as part of a team and on own initiative</p> <p>Ability to assist with the implementation of change</p> <p>Sound organisation / time management skills</p>	Innovative practitioner	Interview Portfolio	



PERSONAL ATTRIBUTES	Professional role model Motivated Flexible to meet the needs of the role / service		Interview	
OTHER RELEVANT REQUIREMENTS	Evidence of involvement in quality issues Up to date personal portfolio Able to cope with potentially stressful situations Satisfactory Police Check	Isle of Man Worker	Interview Portfolio Pre-employment Checks	