



ISLE OF MAN DEPARTMENT OF HEALTH AND SOCIAL CARE

JOB DESCRIPTION

Job Title:	Registered Nurse Intensive Care / High Dependency Unit – Unscheduled Care
Location:	Noble’s Hospital
Accountable to:	Divisional Manager
Reports to:	Manager Intensive Care and Renal Services
Pay Band:	Band 5
Job Evaluation Reference No:	0750v5/JE/15
Organisation Chart: (attached)	<pre> graph TD DM[Divisional Manager] --> MICS[Manager Intensive Care and Renal Services] DM --> CNS[Clinical Nurse Specialist Renal Services] MICS --> SCNR[Sister/ Charge Nurse Renal Services] SCNR --> RN[Registered Nurse - This post] RN --> HCA[Health Care Assistant] HCA --> HK[House Keeper] HK --> WC[Ward Clerk] </pre>
<p><u>JOB PURPOSE</u></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>Supervise junior Registered Nurses (RNs) and Health Care Assistants (HCAs)</p> <p>Keeps records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures</p>	



KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- Registered Nurse with current NMC Registration
- 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 RNs and HCAs.
- 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 Departmental and Division 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.

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 HCA and students (once qualified a year) 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.
- 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 and central venous lines
- Under supervision will 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 and arterial catheters.
- Assist in setting up and care of patient controlled analgesic machines.
- 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 under supervision removal of the cannula.
- Removal of arterial catheters, central venous lines and vascath.
- Under supervision will be able to line and prime haemofiltration machines.
- Under supervision will be able to Initiating, care of, troubleshooting and discontinuing of haemofiltration treatment.
- Care of airway adjuncts e.g. oral airway, nasal airway, endotracheal tube, and tracheostomy.
- 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 patients under supervision from various specialisms e.g. Trauma, Spinal Injuries, Orthopaedic, Surgery, Medicine, Metabolic/Hepatic, Facial Maxilla, Obstetrics, Gynaecology, Poisons, Renal, and Respiratory.
- Under supervision, care of patient and family for organ donation.



- Set up and safety checking primary types of ventilators.
- Care of patients on primary types of ventilators.
- Assisting the medical staff with performing percutaneous tracheostomy.
- Acting as a technician by processing arterial blood gases for other hospital wards and departments.
- Obtaining blood specimens from arterial lines and central venous lines.
- Arterial blood gas interpretation and analysis and acting on results.
- ECG recording, interpretation, and acting on results.
- Under supervision, 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.

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 departmental 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

- Identify, collect and participate in the evaluation of information to support multi-disciplinary decision making
- Undertake as part of the team 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

PLANNING & ORGANISATIONAL SKILLS

- Organise own workload 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
- Under supervision Organise the safe transfer of fully sedated / ventilated patients for tests outside of the Intensive Care Unit environment.
- Support the planning and co-ordination of care for a group of patients

COMMUNICATION

On a daily basis:

- 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 / potentially 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

MANAGERIAL / LEADERSHIP

- Supervise junior RNs and HCAs and act as a source of advice to ensure their Learning objectives are met such as nursing procedures

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 DHSC 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 departmental Complaints Procedure
- Comply with the need for patient confidentiality, including requirements of the Data Protection Act 2018
- 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
- 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 (Under supervision)

- Primary Ventilators
- Haemofiltration machines

Specialised

- Continuous positive airway pressure machines
- Warm humidification devices
- Arterial pressure monitoring systems
- Central venous monitoring pressure systems
- Continuous patient vital signs monitoring
- Inline patient suctioning systems
- 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

- Under supervision 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 to nurse in charge and act accordingly
- Analysis of patient condition and subsequent planning of programmes of care, taking action as required

Confidentiality

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 2018.

Health & Safety/Security

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.



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 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.

JOB DESCRIPTION AGREEMENT

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.

Job Holder's name (please print)

Job Holder's signature:

Date:

Line Manager's name (please print)

Line Manager's signature:

Date:



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.

Physical Effort

- Physical skills and dexterity for clinical procedures such as:
- Recording advanced observations from various equipment on an hourly basis
- Walks / stands for long periods of time on every shift
- Kneels / crouches / bends / stretches to perform specific tasks, such as dressings, catheterisation, medicine rounds on every shift
- Movement of patients with the use of movement aids such as hoists, slide sheets daily
- Movement of patients manually i.e. Log rolling, spinal boards (in excess of 50kgs)
- Movement of equipment such as wheelchairs, patient trolleys, patient beds daily (in excess of 50kgs)

Mental Effort

- Concentration required when undertaking:
- Complicated drug calculations six times or more a day
- Administering Intravenous infusions / blood transfusion
- Admission and discharge of patients such as:
 - Obtaining patient history
 - Recording observations
 - Compiling nursing records
- Prioritise and manage patient care
- Will be expected when experienced to carry out several tasks at one time switching tasks throughout the shift
- Subject to regular interruptions and demands from patients / carers / relatives / staff
- Concentration required when observing patient behaviour which may be unpredictable

Emotional Effort

- Frequently responds to emergency situations such as patient collapse, cardiac arrest



- Expected to care for terminally ill patients
- Dealing with Multi-trauma patients under supervision
- Support relatives during organ donation under supervision
- Participate in brain stem testing, supporting relatives and colleagues under supervision
- Support and care of patients / relatives following unwelcome diagnosis / prognosis
- Communicating with and supporting distressed / anxious / worried patients / carers / relatives / staff

- Working Conditions**
- Exposure to:
 - body fluids / excreta daily
 - hazardous substances such as cleaning fluids daily
 - unpleasant odours daily
 - infectious illness / conditions regularly
 - sharps, e.g. needles, syringes daily
 - hostility / verbal / physical aggression occasionally
 - Disposal of clinical waste daily
 - Frequent use of a visual display unit, e.g. to access patient blood results, patient information

AGREEMENT OF ABOVE DESCRIPTION	
I have read and agree with the above description.	
Job Holder's Name (please print)	
Job Holder's Signature:	Date:
Line Manager's Name (please print)	
Line Manager's Signature:	Date:



ISLE OF MAN DEPARTMENT OF HEALTH AND SOCIAL CARE

INTENSIVE CARE/HIGH DEPENDENCY UNIT – UNSCHEDULED CARE

**Registered Nurse
PERSON SPECIFICATION**

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	Registered Nurse with current NMC Registration Intermediate Life Support	Ability to teach and assess	NMC Check Application Interview Certificates	
KNOWLEDGE & EXPERIENCE	Understanding of professional accountability Evidence of continuing professional education Current professional profile Awareness of the current issues in nursing 12 months post registration experience	Computer skills	Application Interview Portfolio	
SKILLS & ABILITIES	Effective communicator Supportive team member Ability to assist with the implementation of change	Innovative practitioner	Interview Portfolio	
PERSONAL ATTRIBUTES	Professional role model Motivated Flexible to meet the needs of the role		Interview	
OTHER RELEVANT REQUIREMENTS	A keen interest in the speciality A commitment towards quality in nursing Evidence of involvement in quality issues Satisfactory Police Check	Able to cope with potentially stressful situations Isle of Man Worker	Interview Portfolio Pre-employment Checks	