

**DEPARTMENT OF EMERGENCY MEDICINE &  
URGENT CARE CENTRES  
JOB DESCRIPTION**

**DEPARTMENT:** Department of Emergency Medicine & Urgent Care Centres

**POST:** Band 5 – Nurse ED & UCC

**RESPONSIBLE TO:** Senior Sister ED

**ACCOUNTABLE TO:** Matron ED

**JOB SUMMARY:**

To provide and promote the highest possible standard of care based on professionally determined standards and accept accountability for the patient as an individual. Participate as an effective practitioner within multi-disciplinary Units, demonstrating effective team work and providing good morale within the department. To rotate through all clinical areas to meet service need and professional development.

**DUTIES AND RESPONSIBILITIES**

**CLINICAL**

1. Provide care in the clinical area as an effective member of the clinical team.
2. Establish a safe working environment for patient and staff and ensure that patient contact and dignity are compromised as little as possible.
3. Take responsibility for a group of patients within an area of the departments.
4. Act upon concerns regarding child protection and protection of vulnerable adults within agreed protocols, Trust policies and legislation.
5. Participate in the initial assessment of patients attending the departments including those presenting with complex conditions.
6. Maintain appropriate departmental documentation – e.g. profiles, care plans and electronic record.

7. Participate in the care of critically ill and injured patients.
8. Participate in Advanced life saving procedures.
9. Provide competent assistance during a range of diagnostic and therapeutic procedures, including those of a complex nature.
10. Initiate a range of appropriate diagnostic investigations within Departmental Protocols.
11. Competently assist in the induction and maintenance of anaesthesia and the recovery of patients in the post procedure phase.
12. Assist in the care of and monitoring of ventilated patients.
13. Participate in the care of patients undergoing complex investigations e.g. CT scans.
14. Participate in the Major Incident Procedure within the Trust guidelines.
15. Participate in the decontamination process of patients following chemical incidents.
16. Participate in the decontamination of specialist equipment have an awareness of the general and specific infection control measures and related issues inline with Organisational Policy.
17. Demonstrate an awareness of specialist resuscitation equipment, the function and application of the same.
18. Perform Intra Venous cannulation and venepuncture.
19. Carry out wound closure by means of suture / steristrip and gluing including infiltration of wounds with local anaesthetic.
20. Carry out application of limb splints for a variety of conditions some complex, using a wide variety of materials.
21. Arrange ,co-ordinate and participate in safe inter / intra hospital transfer of patients, assessing, planning, implementing and evaluating programmes of care.
22. Assist in the cleaning of clinical areas and equipment, ensuring that the area is clear of potential hazards.
23. Ensure the safe removal of clinical waste and contaminated items including blood products/ body fluids.
24. Send equipment for repair with appropriate documentation.

25. Undertake daily checks of Emergency Department & Urgent Care Centre equipment, and report any faults to relevant dept or person.
26. Ensure all equipment required in the resuscitation area is checked and replaced following use.
27. Prepare and arrange transportation of equipment to other wards or departments as required.

## **PROFESSIONAL**

1. Develop professionally through self development – extending own knowledge through the NMC's code of professional conduct and participate in research and learning projects ongoing in the department.
2. Ensure all work is carried out in accordance to Trust and Departmental policies / procedures / standards / guidelines and protocols.
3. Offer professional co-operation to medical / support staff in solving care related problems and carry out treatment as instructed to deliver quality care.
4. Participate in the change process to meet future needs of the service.
5. Assist in maintenance of stock levels of all clinical equipment, drugs and supplies and order as necessary.
6. Contribute to the planning, implementation and evaluation within the Trust essence of care programme.
7. Be aware of procedure for complaints from relatives, patients and staff and inform the line manager of any untoward incidents and participate in the clinical incident reporting process.
8. Co-ordinate the arrival and departure of patients in accordance with local policy, incorporating escort of patients, where applicable.
9. Actively seek to utilise all resources effectively by contributing to the department's budgetary control measures.
10. Be responsible for delegation to Assistant Practitioners/Health care assistants/Support workers and pre registration students of duties in accordance with the individuals knowledge and experience. Give support to new starters in the Emergency department & Urgent Care Centres.
11. Participate in internal rotation within the Units assisting other areas in the Units according to need and personal competency.
12. Promote the integration of staff within the Units.

## **CLINICAL GOVERNANCE**

### **COMMUNICATION**

1. Communicate with patients, visitors and colleagues – by telephone, face to face, in writing or electronically to ensure the effective running of the service. This can be both complex and sensitive including children and patients with special needs.
2. Provide support for patients/ relatives in highly emotional and distressed state including and patients with special needs.
3. Provide competent assistance and support in the breaking of bad news to patients / relatives.
4. Provide information and advice of the follow up process for recently bereaved family / carers.
5. Provide safe competent management of members of the public who maybe violent, aggressive or under the influence of alcohol / drugs.
6. Co-operate and communicate with members of the multi-disciplinary team and other agencies, sensitive information concerning a patient's medical condition within the constraints of data protection.
7. Participate in regular staff meetings.
8. Ensure that important information relating to the patient's physical condition or which would affect the nursing care, is related to the appropriate personnel.
9. Conducts self professionally and according to policy during distressing/ emotional circumstances when dealing with patients, relatives and visitors.

### **EDUCATION AND DEVELOPMENT**

1. Attend mandatory training and reviews as per local policy.
2. Participate in the development review process and achieve objectives.
3. Contribute to the development of the service.
4. Maintain Professional portfolio.

5. Assist in the training, when required, of newly appointed staff nurses, pre registration students, assistant practitioners, Health Care Assistants and support workers.
6. Participate in training and teaching programmes.
7. Be actively involved in appropriate groups and working parties to develop both professionally and individually and to meet service needs.
8. Undertake the role of co-assessor/mentor to learners.
9. Participate in clinical audit and trials.

### **HEALTH AND SAFETY**

1. To comply with safety policies, procedures and guidelines for self and others.
2. To refrain from the wilful misuse or interference with equipment provided in the interest of Health and Safety.
3. To report as soon as is practically possible any hazards or defects.
4. To report as soon as is practically possible accidents or untoward incidents and to ensure appropriate incident reporting documentation is completed.
5. Be actively involved as an appropriate departmental representative.

### **EQUALITY AND DIVERSITY**

1. To promote the equality, diversity and rights of patients, relatives and colleagues.

## **STANDARDS OF CONDUCT**

Ensure that personal action and conduct comply with the Trust Policies and Procedures with Health and Safety, Cardiac Arrest, Tobacco Control Policy, Equal Opportunities, Infection Control, Moving and Handling Regulations.

Conduct duties with regard to values underpinning the Trust's Vision:-

- If it is about me, involve me.
- Working together in partnership.
- Aspiring to excellence.
- Ongoing improvement of our service.

**Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.**

**The Trust operates a Tobacco Control Policy.**