

Candidate Brief

Job title: Clinical Trauma Co-ordinator

Welcome to Epsom and St Helier University Hospitals NHS Trust

Thank you for showing an interest in working with us at Epsom and St Helier – a family of more than 7,000 colleagues.

We are truly an integrated health and care Trust. In simple terms, that means that as well as the services we provide at our acute care hospitals (Epsom in Surrey and St Helier nearby in south west London) we work with local GPs, mental health services, community providers and local authorities, with the joint aim of preventing local people from becoming unwell, and when they do, that they receive the right care, in the right place, with the right support.

So, as well as great hospital care, together we offer an increasing range of services. These include adult community health, sexual health and children's therapies. Many of these community services are run by the partnerships we host, Surrey Downs Health and Care and Sutton Health and Care.

Continuing the partnership theme, we also host and run some exceptional hospital-based services including the South West London Elective Orthopaedic Service – rated 'Outstanding' by the Care Quality Commission (CQC) – and we also have the largest nephrology (care around kidney disease) service in the UK, that isn't co-located with a transplant service.

We also work as part of the St George's, Epsom and St Helier Hospital and Health Group, with a shared leadership and increasing collaboration to develop stronger clinical and corporate services between two major providers serving Surrey and South West London.

These partnerships are at the forefront of joining together health and care for local people, and part of the national NHS ambition to provide the best care locally.

In autumn 2019, as an entire Trust, we moved up to become rated 'Good' by the CQC and we seek to continually improve. As part of that, we have secured £500m as part of the government's Hospital Infrastructure Plan to enable us to build a brand new Specialist Emergency Care Hospital in Sutton and finish the refurbishment of the existing buildings on the Epsom and St Helier hospital sites.

We are committed to making all of our work places great places to work, with the right support and culture to help you excel. We spoke with more than 3,000 colleagues about what makes a good day at work and as a result introduced a new core value – 'Respect'. And as a result 'Respect' is at the heart of everything we do. This means we want everyone who works with us to be able to do the best that they possibly can with opportunities available for everyone to grow and develop. It also means that there is no place for bullying, racism, discrimination or other poor behaviours.

We continue to develop as a Trust and with our partners. There is lots to do and we welcome you to help us on that journey, starting with the following job description, which we hope inspires you to be part of our success.



Our shared purpose

Developed by our patients and staff in the Your Voice Your Values project, 2018.



All of us who work at Epsom and St Helier

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities.

Above all we value respect. This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



We offer an extensive range of services, including cancer, pathology, surgery, and gynaecology to 500,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

We also play an active role in the local healthcare economy, and are the lead provider in two innovative health and care partnerships.

In Surrey Downs (that's the Epsom, East Elmbridge and Dorking areas), we have partnered with CSH Surrey, the three GP federations in the Surrey Downs area, and Surrey County Council (who are an associate member), to provide adult community health services. This innovative partnership is called Surrey Downs Health and Care.

In Sutton, we have joined forces with the London Borough of Sutton, Sutton GP Services and South West London and St George's Mental Health Trust to provide adult and children's community health services and sexual health services to local people. Together, we are called Sutton Health and Care – you can visit our website www.suttonhealthandcare.nhs.uk.

JOB DESCRIPTION

Role:	Clinical Trauma Coordinator
Division:	Planned care
Banding:	Band 7
Responsible to:	Orthopaedic Matron / T & O Service Manager
Accountable to:	Deputy Director of Nursing Planned Care Directorate
Hours:	37.5 hours

Job Purpose:

The Trust Trauma Coordinator (TTC) will practice under the supervision and direction of the Orthopaedic Matron. The TTC will demonstrate a competent level of knowledge in Orthopaedic and General surgical procedures and Trauma emergencies and care. She/he will practice within Epsom & St. Helier University Hospitals NHS Trust Policies.

This post will work in conjunction with a second TTC providing a comprehensive trauma co-ordination service Trust wide.

Key Responsibilities

Work autonomously as clinical expert in post as Trauma Coordinator.

Undertake assessments of patients under the Enhanced Recovery Programme, to ensure suitability and potential risks are identified and managed.

Provide accurate written and verbal information for patients and relatives.

Liaise with members of the Multidisciplinary team and document ongoing care requirements and communicate changes and update the MDT.

Ensure the computerised Trauma Board system is kept up to date.

Ensure patients are 'theatre ready' and keep ward staff up to date with theatre slots and times.

Promote evidence based decision-making.

Aid with routine management of orthopaedic patients on all surgical wards, also Orthopaedic/Surgical outliers communicating with all MDT members where clinical concerns arise.

Provide support to nursing, medical and Therapy team staff in relation to the Trauma patients Trust wide.

Keep the National Hip Fracture Database (NHFD) records up to date and be responsible for all data input.

Provide a monthly NHFD report on compliance with the best practice tariff to be circulated and presented at monthly Best Practice meetings.

Clinical Responsibilities

Attend trauma meetings and ward rounds, liaise with ED and confirm all Trauma patients admitted within the trust.

To be involved in assessing patients and liaise with all necessary parties to facilitate patients to be 'theatre ready'.

Ensure trust Nil-by-mouth policy is followed and ensure patients are given food and drinks if they are not listed for theatre or if they are cancelled.

Ensure excellent communication with patient, relatives, and the MDT to ensure smooth delivery of clinical interventions.

Undertake extended roles such as IV administration, venepuncture and cannulation and catheterisation. With the prospect of extended clinical skills depending on professional background and competencies.

Contribute to clinical care – to involve assessing for surgical site infections.

Escalate to Orthopaedic/Surgical Matron and Service manager when Trauma hours are elevated to ensure rapid intervention.

Co-ordinate in the utilisation of operating time and the admission of TCI patients.

Liaise closely with outlier hospitals to facilitate repatriation of patients or to transfer ESTH patients to other Hospitals.

Maintain and encourage high standards of practice.

Ensure that VTE risk assessments are completed and pre-op bloods, ECG and theatre checklists are completed.

Ensure all patients with confirmed #NOFs are identified on the Trauma Board and the timer is initiated.

Liaise with Orthogeriatric and ward staff to promote repair of neck of femur surgery within the agreed national target.

Discuss all #NOF patients in the daily trauma meeting ensuring information is handed over to Ward staff.

Daily review of pre and post-operative hip fracture patients and ensure plans are in place, to include falls assessment, bone health assessment, AMTS and ortho-geriatric assessment.

Attend weekly MDT meetings on orthopaedic ward.

Provide Written and verbal information to patients and staff to support the data collection for the National Hip Fracture Database.

Work flexibly with all staff Trust wide in coordinating Trauma Care ensuring a seamless service is provided to trauma patients.

Be responsible for service development within the role and identify and execute ways in which to enhance the Trauma co-ordination service.

Be responsible for ensuring a high standard of care is delivered across orthopaedics, surgery and the Directorates.

Be knowledgeable about the Trusts Directorates and Hospital policies and ensure they are adhered to and implemented.

To act in accordance with the NMC or HCPC code of conduct at all times

Key Working Relationships

Line Manager, Orthopaedic Matron, Ward Sister and Ward Staff, Orthopaedic consultants and Teams, Trust wide Trauma teams, Anaesthetists, Physiotherapists, Occupational Therapists, Acute pain Team, ED staff, Consultant secretaries, Bed Managers, Outpatients, Plaster Room technicians, Service Managers, Theatre staff, Patients and Relatives.

PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Role: Clinical Trauma Co-ordinator

	<u>Essential</u>	<u>Desirable</u>	
Qualifications	Registered Nurse/AHP/ODP ENB 998 Mentorship or Practice Assessor/Supervisor ENB 219 Orthopaedic course		<ul style="list-style-type: none"> • Application • Interview • Reference
Knowledge	At least 3 years post Qualification experience Knowledge of the #NOF pathway and the Knowledge of Trauma emergencies and pre, peri and post op needs	National Hip database POA course	<ul style="list-style-type: none"> • Application • Interview • Reference

Values	Exhibits behaviours in line with Trust Values:		<ul style="list-style-type: none"> • Application • Interview • Reference
Experience	<p>Relevant Knowledge and Skills at Senior Staff Nurse level or relevant to profession.</p> <p>Need to demonstrate ability to manage staff and self effectively.</p> <p>Work effectively as a member of the Multidisciplinary team across the trust.</p>	Trauma co-ordinator	<ul style="list-style-type: none"> • Application • Interview • Reference
Skills	<p>Demonstrate leadership skills</p> <p>Proven teaching and assessing skills</p> <p>Ability to manage and prioritise own workload</p> <p>Excellent interpersonal skills</p> <p>Achieve high standards of patient care</p>		<ul style="list-style-type: none"> • Application • Interview • Reference
Other Attributes	<p>Ability to work flexibly</p> <p>Computer skills, excel and word</p> <p>Enthusiastic and committed</p> <p>Assertive</p> <p>Excellent communication skills</p>		<ul style="list-style-type: none"> • Application • Interview • Reference