

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Surgical SDEC Nurse Coordinator</b>
<b>BAND:</b>	<b>6</b>
<b>HOURS:</b>	<b>37.5</b>
<b>TYPE OF CONTRACT:</b>	<b>Permanent</b>
<b>DEPARTMENT:</b>	<b>Surgery</b>
<b>SPECIALITY / DIVISION:</b>	<b>Surgical</b>
<b>RESPONSIBLE TO:</b>	<b>Lead Surgical Nurse Practitioner</b>

**JOB SUMMARY:**

This post has been developed to support the implementation and the provision of Same Day Emergency Care (SDEC) at the Royal United Hospital Bath. As a coordinator you will be required to identify suitable inpatients and emergency admissions who require urgent biliary and non-biliary surgery by liaising with the surgical teams, the on call team, the biliary surgeon of the day, theatre staff and booking co-coordinators. Part of the role will be to help ensure the Trust meets National targets with regards to Urgent Biliary surgery. There will be an expectation to assist in the running of the daily ESAC (Emergency Surgical Ambulatory Care) clinic when required, helping to manage ESAC referrals and coordinating ESAC theatre lists.

As part of the multidisciplinary team (MDT) the post holder will have responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients. The post holder will contribute to the continuing development of clinical practice and will need to ensure a high level of communication is achieved with all members of the MDT and patients.

**For an informal visit or discussion please contact our Lead Emergency Surgical Nurse Practitioner Antoni Salamon ([asalamon@nhs.net](mailto:asalamon@nhs.net))**

**MAIN DUTIES & RESPONSIBILITIES:**

**Care Delivery:**

1. Help Implement and coordinate the delivery of Same Day Emergency Care for General Surgical Patients.

2. Facilitate and organise the Acute biliary and Non – biliary referrals and Surgical pathway by using appropriate surgical clinical knowledge.
3. Coordinate and ensure the smooth running of the ESAC clinic in conjunction with the other members of the ESAC team when required. This will involve appropriately booking patients into clinic, performing observations, taking bloods, cannulating patients, surgical drain care, wound care, communicating safety net advice and undertaking other clinical tasks when required.
4. Facilitate appropriate Preoperative assessment
5. Recognise unwell and deteriorating patients. Identify abnormal observations and be competent to act urgently using appropriately tools such as sepsis pathway and NEWS. Ability to escalate appropriately to a senior member of the team.
6. Ensure a high level of relevant decision-making skills, prioritising tasks based on clinical need, efficient time management and appropriate delegation.
7. Appropriately use safety netting advice in the best interests of the patient.
8. Ensuring the continued accuracy and confidentiality of patient's records and clinical information using databases.
9. Prepare and distribute the ESAC monthly figure and update the database.
10. Undertake quality improvement work
11. Responsible for the assessment of care needs to include simple and complex clinical problems of the patient
12. Enhance the communication link between theatre, patient and ward, including pre-operative assessment and post-operative evaluation.
13. Responsible for the development, implementation and evaluation of programmes of care for the patient whose needs may be predictable or unpredictable and/or unstable and changing to ensure delivery of a high standard of care
14. Able to identify the requirements of the patient needs in elective/emergency situations and have the knowledge and skills to act accordingly
15. Ability to establish and maintain effective communication with individuals and groups about difficult or complex matters to overcome any problems in communication and to ensure that appropriate information is shared and patient needs are met
12. Support and involve patients/clients/carers/relatives and liaise with and Co-ordinate other members of the multidisciplinary team in planning and delivery of individualised care
13. Responsible for maintaining patients records within agreed standards to ensure the care management plan is communicated to patients and other members of the multidisciplinary team
14. Adopts a proactive approach to infection control, actively contributing to infection control policy and practice

**Management/Leadership:**

1. The post-holder will help co-ordinate the ESAC Day-case surgical lists and work closely with the NCEPOD co-ordinator, Theatre staff, the Biliary Surgeon of the day and Consultant On – Call General Surgeon. They will interface with the Emergency Surgical Ambulatory Care (ESAC) Team.
2. The post-holder will contribute to improving patient care, experience and outcomes. They will assist in the development of new ambulatory pathways in Emergency General Surgery including the delivery of Same Day Emergency care.
3. Help supervise and provide training to new registered and non-registered staff, To provide advice and support ensuring safe and effective care and that educational needs are met
4. Monitor and maintain own and others health, safety and security.
5. To work within an ethical and legal framework utilising the NMC Code of Professional Conduct, defined policies, procedures, standards and protocols of the department, organisation and RUH, Bath NHS Trust to promote safe and effective evidence based practice and contribute to quality improvement

**Education & Continuing Professional Development:**

1. To maintain competency and produce evidence demonstrating continued professional development
2. To participate in a personal/career development plan to maintain and develop attitudes, skills and knowledge, facilitating personal and professional growth in order to maximise contribution to and quality of service delivery.
3. To support the personal and professional growth of new, registered and Non-registered staff and learners in order to maximise their contribution to, and quality of service delivery
4. To undertake teaching of registered and non-registered staff, support the training of students/staff and visitors.
5. To participate in the implementation of staff personal development plans in order to facilitate ongoing development

**Quality/Research and Development:**

1. Demonstrate awareness and ability to participate in and regularly support ongoing research in nursing practice/medical practice, clinical trials, medical research and equipment testing
2. To work within an ethical and legal framework utilising the NMC Code of Professional Conduct, defined policies and procedures, standards and protocols of the department and Trust to promote safe and effective evidence based practice and contribute to quality improvement

3. Participate in Quality Improvement (QI) projects
4. Contribute to discussion, debate and influence change in practice

### **Communications and Relationships:**

The post-holder will communicate continuously on routine, difficult, complex and highly sensitive matters with a wide range of health care workers, patients, families and other relevant departments utilising a wide range of media such as IT, telephone, verbal and written communications. Overcomes any difficulties in communication with people involved such as language barriers, learning difficulties, clinical conditions, and effectively manages complaints and incidents.

They will be expected to use motivational, reassurance, emphatic and negotiating skills.

Establish and maintain relationships based on mutual respect communicating on a regular basis with patients/relatives/multidisciplinary team and external agencies involved in the provision of care.

### **POLICIES AND EXPECTED STANDARDS**

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular sets out what you as a post holder are required to follow at all times, and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

### **OUR VALUES & BEHAVIOURS**

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:



New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

### **CONFIDENTIALITY & INFORMATION GOVERNANCE**

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (2018) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

## **SAFEGUARDING ADULTS & CHILDREN**

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

## **HEALTH AND SAFETY**

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

## **HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)**

All Employees are responsible for ensuring that:

- your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
- where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
- you follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

## **HEALTH & WELLBEING**

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

## **EQUALITY & DIVERSITY**

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

## **PATIENT AND CARER EXPERIENCE**

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

## **FLEXIBILITY**

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

## **DIMENSIONS**

The Surgical SDEC Nurse Coordinator has responsibility to manage the ESAC resources on a day-to-day basis in support of the Lead Emergency Surgical Nurse Practitioner and they will provide supervisory support to the team. This post has no overall line management but from time to time may be required to handle cash/patient valuables, maintain stock control and be an authorised signatory for small payments

## **STRUCTURE CHART**

Lead Emergency Surgical Nurse Practitioner

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Surgical SDEC Nurse Coordinator

## **ANNUAL LEAVE ENTITLEMENTS:**

<b>Length of Service</b>	<b>Annual leave and public holidays</b>
On appointment	202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff
After five years' service	217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff
After 10 years' service	247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff

## **NOTICE PERIODS:**

<b>Band</b>	<b>Notice Period</b>
Band 1 – 3	4 weeks
Band 4	6 weeks
Band 5 – 6	8 weeks
Band 7 – 9	12 weeks

### **PERSON SPECIFICATION**

<b>CRITERIA REQUIRED</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Registered with the Nursing &amp; Midwifery Council as a Registered Nurse</li> <li>• General Surgical Nursing Experience</li> <li>• Demonstrates evidence of continuous on-going Professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Post-registration training preferably in surgical sub speciality</li> <li>• Diploma/Degree in relevant area</li> <li>• Experience in management and or supervision of staff.</li> <li>• Teaching and Assessing Qualification</li> <li>• General Surgery Theatre experience</li> </ul>
<b>Knowledge &amp; Experience</b>	<p><u>Nursing &amp; other knowledge:</u></p> <ul style="list-style-type: none"> <li>• Thorough and up-to-date knowledge of nursing theory and best practice, particularly within specialty area and the application of this in practice.</li> <li>• Understanding of equality &amp; diversity and how to apply it to self and managed staff.</li> <li>• Understanding of NMC Code requirements for the practice &amp; behaviour of managed staff and self.</li> <li>• Understanding of the basic principles of effective staff management.</li> </ul> <p><u>Nursing experience:</u></p> <ul style="list-style-type: none"> <li>• Able to demonstrate effective consolidation of nursing knowledge &amp; practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of leading a multidisciplinary team</li> <li>•</li> </ul>
<b>Values</b>	<p>Values and respects others, treats everyone as an individual, is non-judgemental</p> <p>Motivated to be genuinely kind and caring</p> <p>Helps and co-operates with colleagues</p> <p>Pro-active and takes responsibility</p> <p>Willing to learn, open to change</p> <p>Motivated to make a difference in whatever way they can</p> <p>Takes pride in themselves, their appearance, their role and where</p>	

	they work.	
<b>Specific Skills</b>	<p><u>Patient Care:</u></p> <ul style="list-style-type: none"> <li>• Demonstrates evidence of well developed clinical practice.</li> <li>• Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity &amp; respect is maintained at all times.</li> <li>• Able to prioritise own workload and that of others as appropriate.</li> <li>• Able to work under own initiative within boundaries of role.</li> <li>• Know limitations within scope of practice</li> <li>• Demonstrates awareness of importance of working as part of a team.</li> <li>• Utilises research-based practice in the delivery of high quality care to patients undergoing surgery, and the ability to advocate it.</li> <li>• Demonstrates the ability to take charge and delegate duties effectively.</li> <li>• Able to act as an advocate to service users.</li> <li>• Demonstrates ability to ensure that confidentiality is maintained at all times by self and ward / unit staff.</li> </ul> <p><u>Professional Development &amp; Education:</u></p> <ul style="list-style-type: none"> <li>• Demonstrates evidence of commitment to professional development.</li> <li>• Demonstrates an awareness of the role of facilitator/theatre co-ordinator.</li> <li>• Demonstrates evidence of ability to educate others.</li> </ul> <p><u>Audit and Quality:</u></p> <ul style="list-style-type: none"> <li>• Demonstrates ability to use audit and improve quality.</li> </ul> <p><u>Communication:</u></p> <ul style="list-style-type: none"> <li>• Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the</li> </ul>	<p><u>Leadership &amp; Management skills:</u></p> <ul style="list-style-type: none"> <li>• Able to supervise Registered Nurses, HCAs and students effectively through effective monitoring, feedback, mentoring, clinical supervision and reflective practice.</li> <li>• Able to appraise staff effectively in line with Trust Appraisal Policy.</li> <li>• Able to interview staff in line with Trust Recruitment &amp; Selection Policy (following training).</li> <li>• Experience of quality improvement project work</li> </ul>



	<p>person being addressed.</p> <ul style="list-style-type: none"> <li>• Able to document observations, results, decisions and actions etc effectively in patient notes and communicate these effectively to appropriate members of the multidisciplinary team.</li> <li>• Willing to work in other clinical areas Trust-wide as and when required.</li> </ul> <p><u>Leadership &amp; Management skills:</u></p> <ul style="list-style-type: none"> <li>• Able to supervise Registered Nurses, ODPs, HCAs and students effectively through effective monitoring, feedback, mentoring, clinical supervision and reflective practice.</li> <li>• Able to appraise staff effectively in line with Trust Appraisal Policy.</li> <li>• Able to interview staff in line with Trust Recruitment &amp; Selection Policy (following training).</li> </ul>	
<b>Physical Skills &amp; Effort</b> <b>Emotional Effort</b>	<p><u>Physical Skills:</u></p> <ul style="list-style-type: none"> <li>• Undertakes specific nursing procedures involving physical skills in-line with care delivery. E.g. cannulation, venepuncture, experienced with wound care, surgical drain care, stoma care.</li> <li>• Typing skills - to use computerised system for accessing patient information via Surginet, and meeting minutes.</li> <li>• Physical skills to manually handle patients and appropriate lifting aids to maintain patient safety whilst in the operating theatre department.</li> </ul> <p><u>Physical Effort:</u></p> <ul style="list-style-type: none"> <li>• Able to work and cope with rotating shift patterns -</li> </ul> <p>Manual handling competencies</p> <p><u>Emotional Effort:</u></p> <ul style="list-style-type: none"> <li>• Dealing with death / bad news - Ability to sensitively inform service users on emotional and complex issues such as patient death, diagnosis and treatment, complaints investigation and resolution.</li> <li>• Conflict - Ability to deal with conflict</li> </ul>	

	in the theatre team, with service users and involving patients with mental health problems.	
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