

Job Description

Job Title	Staff Nurse
Department	Radiology
Reports to	Radiology Services Manager/Theatre Director
Date	August 2010

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

To provide professional nursing skills in assessing, planning, implementing, and evaluating the nursing care for assigned patients.

Key Responsibilities and Deliverables

- Provides direct care to assigned patients.
- Takes the nursing history, summarizes data, and states nursing diagnoses/patient care needs.
- Observes and records signs, symptoms, and behaviours, including the physiological status of patients; presents the assessment of changes, the proposed revision of interventions, and desired outcomes.
- Follows policy for activating an individualized plan of care for newly admitted patients.
- Delivers designated nursing interventions to assigned patients that are consistent with the stated medical plan of care.
- Performs admission, discharge and transfer procedures, and assists others with patient's activities and care.
- Executes physician's orders for all assigned patients; safely and properly administers medications and treatments.
- Notifies appropriate nursing and medical staff to changes in the patient's status.
- Independently performs duties and assumes responsibility for care of assigned patients.
- Performs techniques and routines in the specialty service area.
- Performs or assists others to perform proper aseptic techniques, isolation procedures, and infection control measures.
- Documents nursing care in all assigned patient records.
- Maintains patient's privacy and confidentiality of information and records at all times.
- Evaluates care given including the patient response.
- Reassesses and documents the proposed revision of interventions and desired outcomes.
- Demonstrates ability to assess patient's understanding of and compliance with instructions and health care teaching.

- Reviews documentation of instructions, teaching topics, and patient response with the Head Nurse/designee.
- Adheres to internal controls established for department.
- Performs related duties as required.
- Performs Specialist nursing procedures by assessing, planning and delivering care packages, working closely with Consultant Radiologists and other Health Care Professionals often involving interventional procedures which may include conscious sedation.
- Participates in the development of the specialist nursing service in Radiology.
- Supervises visiting nurses, students and assistant staff.
- Participates in departmental Clinical Governance and audit and responsible for maintaining the patients nursing records.

Clinical Responsibilities:

The post holder will be familiar with and adhere to *The Professional Scope of Practice Framework (An Bord Altranais 2000.)*

The post holder will ensure:

- The patients needs are individually assessed
- A care plan and evaluation process is planned and implemented.
- The patient's families/significant others are involved as appropriate.
- Patients are cared for in the optimum clinical environment, adhering to all nursing and hospital wide policies and guidelines
- Full nursing participation in and supervision of patient's meal and special dietary requirements, if required post procedure.
- Delegation is appropriate to the skill level and knowledge of the individual to whom the task is delegated
- Documentation is recorded in a professional, legible and timely fashion.
- Practice is within an ethical and legal framework. You are responsible for limiting your actions to those that you feel competent to undertake.
- All aspects of clinical duties are undertaken as an autonomous practitioner.
- They are responsible for efficient workflow of patients, by prioritising appointments according to clinical need.
- They provide advise to colleagues, patients, parents and carers regarding specialist 'patient-preparation' and 'after-care' of those undergoing radiological investigations.
- They undertake complex decisions by assessing patient records and referral information to inform clinical practice by selecting the correct nursing intervention from a range of possibilities to facilitate optimisation and aborting interventions if contraindicated.
- Demonstration of competence when regularly administering a wide range of intravenous medication safely, sometimes via machinery according to patients' complex conditions. Demonstrate expert knowledge of side effects, contra-indications and interactions to assess and evaluate effectiveness or to detect problems. This involves administering controlled / sedatory drugs and monitoring patient condition being aware of complications thereafter.
- They are responsible for setting out sterile surgical and imaging instruments / trolleys for interventional techniques which are invasive – where there is substantial risk of cross infection.
- That they may be required to assist the Consultant Radiologist (acting as a 1st Assistant – instead of a Doctor) during complex interventional procedures similar to work undertaken in the operating theatre with aseptic techniques. (This involves the manipulation of fine instruments, guide wires and vascular

catheters during high 'risk' procedures – requiring a high level of manual dexterity where there is no room for error.)

- They take part in 'patient consenting' prior to interventional procedures.
- They are able to give nursing care to a wide range of radiological cases – including monitoring 'vital' signs during certain imaging procedures e.g angiography. There is a responsibility to monitor change in condition and intervene or relate the information to the appropriate person.
- They are responsible for the safe & secure storage and use of controlled drugs (as per regulations) and for regulating access to the drugs. There is also a responsibility to maintain statutory records in this respect and re-order pharmaceuticals for the whole imaging division.
- They are responsible for following policies and procedures and advising healthcare professionals on compliance issues.
- The patients needs are individually assessed
- Evaluation processes are planned and implemented.
- Involvement of the patient's families/significant others as appropriate.
- Care for patients in the optimum clinical environment, adhering to all nursing and hospital wide policies and guidelines
- Documentation is in a professional, legible and timely fashion.

The post holder will partake in the Total Quality Management processes thereby contributing to:

- The identification of quality/policy/guideline issues
- The evaluation of current practices to best practice
- The setting of standards utilising structure, process and outcome
- All hospital, regional and national audit processes
- The Hospital Wide Accreditation Cycle
- Health Promotion initiatives.

Managerial Responsibilities:

- The timely identification and communication of any issues to the Radiology Services Manager/ Theatre Director.
- Demonstrate a confidence/competence in all hospital policies and guidelines
- Efficient recording of all necessary documentation.
- Effective managements of complaints.
- Monitoring of all risk management processes.
- Maintaining an effective interdisciplinary communication processes.
- Efficient utilisation of pay and non -pay resources
- Participate in all ward and hospital nursing communication processes {department meeting/staff forums}
- The post holder will work autonomously within their scope of nursing within the Radiology Department, and will consult with the Radiologists and other healthcare professionals regarding optimised patient care.
- Responsible for organising own daily workload of patients and liaising with the Radiologist, radiographers and administration staff, where appropriate.
- The post holder will assist the radiology staff in facilitating service development, and suggest service improvements.
- Be able to analyse and examine a range of options in difficult clinical situations – and offer advice for positive outcomes in a variety of complex professional judgement issues.
- Contribute to the formulation of nursing policies and procedures – and offer suggestions for improvement, and comment on new policies.
- Attend staff meetings as required.

- Assist in ensuring that risk assessments are undertaken to comply with all relevant health and safety regulations including the ionising radiations regulations – and participating in ‘nursing’ risk assessments using falls, pain and critical callback assessments as necessary to ensure compliance.
- The post-holder will be responsible for the use of high tech patient monitoring equipment.
- The post holder will be responsible for organising a caseload of patients – and ensure the smooth running of the lists requiring nursing support.
- The post holder will have daily responsibility in ensuring that correct levels of clinical consumables are available – and informing the appropriate person if stock levels are low.
- Deal with difficult situations where there may be contentious issues and communicating bad news to relatives or patients, using tact and diplomacy.
- Ensure that correct patient records and nursing records are maintained.

Personal / Professional Responsibilities:

The post holder is expected to

- Attend in a timely manner all mandatory education sessions
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing and Beacon Hospital.
- Identify potential and beneficial topics for nursing research
- Utilise all practical opportunities to educate the patient and their families.
- Attend *appropriate* study days/courses.
- Be a preceptor and or supervisor to students/newly appointed staff
- Participate in their performance review with their Manager.

Educational Responsibilities:

Under the direction of the Managers the post holder will:

- Develop teaching skills and participate in the planning implementation of orientation and teaching programmes for student nurses in the clinical setting.
- Provide feedback to Managers in the compilation of proficiency assessments for student nurses in the clinical setting.
- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- Participate in the clinical induction of all new nursing and support staff.
- Develop leadership ability in order to act as an effective role model.
- Assume responsibility for own learning and development needs.

Communication skills:

- The post holder will demonstrate the ability to communicate complex and sensitive information in an understandable form to patients, which may include giving unwelcome or difficult to accept information e.g. poor outcomes from procedures – and use persuasive skills when dealing with anxious or scared adults or children.
- Act as an advocate for patients with difficulty in communicating and for those under sedation.

- Be able to use IT software e.g. Word, XL, Ris/Pacs and Meditech to collate and disseminate information.
- Communicate complex information between clinical colleagues e.g. radiographers, nurses, radiologists and doctors.

Other Duties and Responsibilities

- Utilizes effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness
- Attends staff meetings, reads email and other postings.
- Attends all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate
- Wears Identification badge when working.

Person Specification

Qualifications	<ul style="list-style-type: none"> • An Board Altranais Registered General Nurse license in good standing
Experience (Amount and Type)	<ul style="list-style-type: none"> • 1 year Radiology experience preferred.
Job Specific Competencies and Knowledge	<p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate ability to work as part of a multi-disciplinary team. • Demonstrate motivation and an innovative approach to job. <p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> • Demonstrate effective communication skills including the ability to present information in a clear and concise manner. • Demonstrate an understanding of change management <p>Planning and Organising</p> <ul style="list-style-type: none"> • Demonstrate evidence of effective planning, organising and time management skills • Demonstrate flexible approach – to internal rotations, rostering, attitude to work <p>Knowledge</p> <ul style="list-style-type: none"> • Demonstrate evidence of recent and relevant experience in the specialised area and in an acute hospital setting. • Demonstrate knowledge of new developments in specialised area. • Demonstrate knowledge of national strategies where appropriate to nursing care <p>Patient/Customer Focus</p> <ul style="list-style-type: none"> • Demonstrate a focus on quality • Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
Personal Competencies	<ul style="list-style-type: none"> • All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee

Signature

Date