

UPMC Beacon Hospital

Job Description

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| Job Title | Clinical Coordinator |
| Department | Emergency Department |
| Reports to | Nurse Manager |
| Date | May 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. Ensure that nursing care is carried in accordance with policies and procedures laid down by the hospital.

Key Responsibilities and Deliverables

CLINICAL.

- To supervise, in conjunction with the multi-disciplinary team, the delivery of patient care, ensuring patients' needs are identified and nursing actions are planned, implemented, evaluated then documented accurately.
- To ensure that correct handling and sympathetic treatment of patients is carried out by all staff, and that the dignity of the patient is given proper consideration.
- To ensure that the Emergency Team adheres to hospital and departmental policies and procedures.
- To co-operate with medical staff and other carers in instituting a high standard of patient care and treatment.
- To establish good communication between patients, their relatives and all visitors to the Emergency Department.
- To ensure that equipment is correctly handled and maintained in safe working order.
- To develop and monitor new ideas and methods within the Emergency Department.
- To support the identification of projects and their implementation for the Health Promoting Hospitals initiative.

MANAGEMENT.

- To manage the Emergency Team and their performance during opening hours, ensuring a safe clinical environment is maintained.

- To ensure all hospital policies and procedures are readily available and staff informed of any changes.
- To ensure all accidents and complaints are fully documented, according to policy, and steps taken to prevent re-occurrence and report same to Risk Management.
- To ensure the planned duty rota deploys staff economically, accounting for patient dependency, skill mix and staff hours required to provide an efficient, safe customer service.
- To develop and monitor cost awareness by explanation of team responsibility for economical use of resources.
- To ensure drugs are stored and checked according to hospital policy.
- To maintain professional discipline.
- To be accountable for his/her own clinical practice, maintaining and improving professional knowledge, competence and scope of professional practice, in accordance with An Bord Altranais.
- To supervise and assist with the ordering and control of supplies and the assessment of equipment requirements, repairs and replacement.
- Monitors staff sickness and absence and takes appropriate action.
- Ensures that all staff understand the correct procedure to follow in case of total loss of power, Fire and evacuation.

LIAISON/COMMUNICATIONS.

- Ensure the maintenance of good working relationships, communication and teamwork with all disciplines within the department.
- Participation in regular meetings of the Emergency Department and other departments, as required.
- To ensure safety measures are adhered to regarding – Health and Safety at Work, Storage and administration of drugs, Static electricity/explosive hazards, Fire, Cardiac Arrest.

EDUCATION AND DEVELOPMENT

- Participate in teaching programmes for staff.
- Actively co-operate in-service training programmes for all personnel;
- Initiate and participate in research into nursing practice.
- To actively pursue self and professional development, including attendance at professional meetings and refresher course; awareness of new developments in nursing and keeping up to date with current techniques.

PERSONNEL.

- To assist new staff with their introduction to the Emergency Department, using the planned orientation programme.
- To exercise leadership by achieving high morale based on professional behaviour, sound organisation, good inter-personal skills within the team.
- To participate in in-house training and education programmes.
- To participate in the appointment of nursing staff to the Emergency Department.

- To participate in staff performance reviews helping them to be responsible for identifying and meeting their own professional needs.

RESEARCH.

- Monitors, evaluates and audits care given and participates in research related to the development of nursing within the Emergency Department.
- Participates in quality initiatives to improve patient care and satisfaction.
- Identifies and progresses nurse led initiatives within the Emergency Department.

CONFIDENTIALITY

In the course of your employment you may have access to, or hear information concerning the medical personal affairs of patients/or staff, or other health services business. Such records and information are strictly confidential and, unless acting on the instruction of an unauthorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

Person Specification

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| Qualifications | <ul style="list-style-type: none"> • Possess a recognised General Nursing Qualification • Be registered or be eligible for registration in the Register of Nurses maintained by An Bord Altranais. • Possess a post-graduate qualification in Accident and Emergency Nursing. |
| Experience | <ul style="list-style-type: none"> • Have not less than 3 years hospital experience since qualification, 2 of which must have been in an Accident and Emergency Department • Have some management experience. Some formal management training will be an advantage. • Some formal teaching experience will be an advantage. • Experience of managing an Emergency Department by appropriate delegation and supervision of all staff, to ensure the smooth operation of the Department. |
| Job Specific Competencies and Knowledge | <ul style="list-style-type: none"> • Proven teaching and assessing skills • In-depth knowledge of emergency nursing • Computing experience • Leadership skills • Effective communication skills • Able to manage difficult situations effectively • Able to prioritise and meet deadlines • Able to use own initiative • Management of people skills • Change Management |
| Personal Competencies | <ul style="list-style-type: none"> • All posts in 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. • Excellent organisational skills • Enthusiastic • Committed to service • Motivated and able to motivate others • Calm and objective • Approachable • Punctual • Reliable • Effective team member • Able to participate in shift pattern. |

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