

Job Description

Role Title: Night Unit Coordinator

Band/Grade: Band 6

Responsible to: Clinical Manager

Accountable to: Hospital Manager

Job Summary:

The Night Unit Coordinator (UC) role will lead and support the clinical care on the wards in Cygnet Stevenage. This includes utilising the resources appropriately, managing acute referrals on night duty, staffing levels and prioritising needs. This will also include managing emergency situations involving patients and staff. The UC will be responsible for the co-ordination, delivery and implementation of safe and effective nursing-care optimising the use of available nursing resources out of hours.

Responsible for:

1. Responsible for identifying and assessing complex clinical and non-clinical issues, implementing resolutions and monitoring outcomes.
2. To co-ordinate the Hospital to ensure that tasks are prioritised and undertaken in a timely efficient manner.
3. To provide professional and advanced clinical support and advice to oncall doctors, nursing staff and multidisciplinary team members working within the Hospital sites.
4. Will need to have the ability to work autonomously, managing the routine activities that are undertaken as well as responding to emergencies. To be able to escalate issues appropriately to the on call manager.

Main duties and Responsibilities:

1. Accountable for own actions in accordance with Code of Professional Conduct. Will contribute to corporate objectives, acting within local, cooperate and statutory guidelines and policies at all times.

2. To utilise highly developed communication skills enabling maintenance of high quality service and ensuring timely management and resolution of unexpected events and situations. To communicate effectively with other agencies including the Police, ambulance /transport service, General Hospital, other Hospitals and Trusts and service users and their carers/ families.
5. To liaise with staff across site to establish level of activity that may require medical input, including but not exclusive of seclusion reviews, medical reviews. To prioritise and co-ordinate the Hospital at night team to ensure that all tasks are undertaken appropriately. This may also include calling the on call doctor or relevant Consultant to attend if appropriate.
6. To ensure that relevant documentation is completed in a professional and appropriate manner including clinical documentation on My Path (maintaining a correct report of referrals / admissions and discharges on acute wards). Completing the daily reports(sit rep), incident reports and other information when requested.
7. To manage expected and unexpected clinical events and incidents requiring high levels of clinical expertise and the ability to prioritise resources.
8. Support patients, carers and others during difficult situations arising in the clinical area, e.g. following an unexpected event.
9. Act as a clinical role model within the clinical area for staff developing new skills and also facilitate staff learning. To offer an induction programme to other staff undertaking UC duties.
10. Promote and monitor adherence to Health and Safety and hospital policy designed to protect healthcare staff and service users from known hazards.
11. Continually look at ways of developing the service and enhancing not only your own practice, but that of others within the workforce.
12. Being able to work autonomously.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.