

Work Instruction	Nurse in Charge duties
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Author	Julie Pascoe
Authorised by	SMT (B6's)

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1.0	Purpose, Scope & Objectives
	The purpose of this work instruction is to ensure consistent management of the research shift across the working week. This applies to all members of the Senior Management Team (SMT) who take on Nurse in Charge (NIC) duties.
2.0	Personnel & Responsibilities
	SMT (B6 & 7)
3.0	Background
	A member of the SMT takes responsibility for the smooth running of the research shift daily. The NIC is allocated by the Team Leader at least one week in advance, this information is in the Outlook team diary. (The allocation of the NIC considers the clinical commitments of both the red and green team and any other roles and responsibilities the team members have.)
	Having one person take responsibility for this role daily reduces interruption across the team and allows telephone calls, ad-hoc interruptions and clinical issue to be triaged efficiently.

4.0	Definitions
	SMT = Senior Management Team NIC = Nurse in Charge
5.0	Health & Safety
6.0	Equipment & Documentation
	Nurse in charge message book
7.0	Procedure
	<p>The Daily Duties and responsibilities of this role are as follows:</p> <ul style="list-style-type: none"> - Be Visible in the office - Facilitate the morning meeting at 09:00 using the team calendar displayed on the central monitor in the main office, update the calendar if required regarding bloods & drugs. - At the end of the morning meeting, ask if the Red, Green & Yellow team have any issues or concerns for the day. - Check on ALL staff throughout the course of the day regularly - Make a note of lunchbreaks organised by the teams and ensure people get to them, encourage team members to relieve their colleagues in order to make sure everyone gets their breaks. - Monitor the progress of patients visits throughout the day and 'clear colour' once patient has been seen. - Administrators will receive all telephone calls and pass on any clinical calls or issues to the NIC as they arise, it is the NIC responsibility to deal with these calls or seek help and advice where required. - Take Care of the team and ensure everyone feels supported <p>When a member of the SMT is NIC for the day and if time allows the NIC can complete their own admin tasks and help the data managers with queries.</p> <p>If the NIC is not available at any point throughout the day (e.g. lunch break) messages are to be recorded in the 'Nurse in charge message book' and handed over to the NIC when they return.</p> <p>When the Team Leader is unavailable the NIC is responsible for completing the drugs list for the following week. This needs to be typed before the Friday meeting so it can be checked. (please see 'How to work instruction 016)</p>
8.0	References
9.0	List of Appendices
	N/A
10.0	Document Control
	<p>All Work Instructions are stored on the shared research drive: G/Research Common/Training & Education/How To work instructions/</p> <p>Printed copies are not controlled and therefore may not be the current</p>

	version of the document.
11.0	Training Record & Competency Assessment
	Records of the training and competency assessment for this work instruction shall be retained by the nominated educator for the staff group involved. All staff members have a responsibility to retain their own training records for continuing personal & professional development.
12.0	Monitoring Compliance and Effectiveness
	Members of the SMT are to feedback to the Team Leader any concerns they have regarding being NIC. Team Leader to offer training and support where additional help has been identified
13.0	Revision History
	Issue 1 – First issue
14.0	Managerial Approval

Name	Signature	Title	Date
Author			
Julie Pascoe			
Reviewers			
SMT			
Ben Hyams			