



North East London & Essex
Trauma Network

Trauma Nurse Coordinator

Job description & Person Specification – Guidance for Trauma Units

Date: July 2020

Title of Post: Trauma Nurse Coordinator
Salary Band: Band 7
Division: Emergency Medicine
Responsible to: Lead Nurse for Trauma
Accountable to: Head of Nursing for the Emergency Department
Hours per week: 37.5 hours, Monday to Friday

Context

The measures for a Trauma Coordinator service were outlined in NHS England's National Peer Review Programme, published in November 2014. Then in April 2016, these were updated in the publication of the 'Quality Surveillance Team: Major Trauma Services Quality Indicators'.

For Trauma Units, the measures state:

- There should be a trauma coordinator service available Monday to Friday for the coordination of patients. The coordinator service should be provided by nurse or allied health professionals
- The post can be provided by an individual in an existing role but cover arrangements must be in place to ensure service provision 52 weeks of the year
- This post can be shared with the rehabilitation coordinator

NHS England (2016) *Quality Surveillance Team: Major Trauma Services Quality Indicators*: T16-2C-303, p63

In April 2016, the Pan London Trauma Nursing Group published a document describing the role of a Trauma Coordinator for both a Major Trauma Centre and Trauma Units. For Trauma Units it detailed the role as a health care professional who works with all relevant members of the multi-disciplinary team across the Network and who is involved in the entire patient journey, working to improve all aspects of the patient pathway from pre hospital to beyond discharge in order to improve recovery times and optimise the patient experience.

In a case where the Trauma Coordinator role is shared with the Rehabilitation Coordinator post and fulfilled by an AHP, the person specification outlined in the rehabilitation coordinator should be referred to, or vice versa dependent on candidates role.

Post Summary

The Trauma Nurse Coordinator is a multi-faceted role and will work alongside members of the multi-disciplinary team to develop, implement and evaluate a seamless specialist service, ensuring that patients receive the highest standard of clinical care. They act as a lead specialist and will demonstrate a high level of expertise within the specialist service, providing high-quality advice, education and support to healthcare professionals and patients as a single point of contact. The post holder will actively undertake clinical audits and research within the specialist area.

The post holder will be responsible for contributing to the ongoing development of clinical practice, research and standards of care within the service, including the development of policies, protocols and guidelines and contribute to service developments in collaboration with multidisciplinary colleagues. They will also ensure the safety and wellbeing of service users and always work in a manner that promotes dignity and improved patient experience.

The Trauma Nurse Coordinator is to provide a link to ensure good communication and support to the trauma patient between disciplines. They ensure timely discharge and transfer and generally act as an advocate throughout the patient's journey. Length of hospital stay is reduced through timely discharge and communication with onward support services. Trauma Nurse Coordinators support audit, service improvement, patient documentation and transfer of information within trauma networks and they are viewed as a potential means to implement these service interventions.

Key Working Relationships

- Lead Nurse for Trauma
- Trauma Unit Director
- Trauma Network Executive Team
- Heads of Nursing in ED and Surgery
- Rehabilitation Coordinator
- Practice Development Nurses
- Consultants and specialities within the Trauma Unit
- All nursing and AHP staff
- Network Trauma Unit leads in ED and Ward areas
- TARN data coordinators
- Theatre staff
- Bed and clinical site management teams
- Prehospital Coordination Desk
- Prehospital personnel

Main Duties and Responsibilities

PATIENT/CLIENT CARE (DIRECT AND INDIRECT)

- To coordinate and facilitate effective pathways of care for patients optimising their safety and wellbeing
- To work as a key senior member of the trauma team under the direction and guidance of the lead clinician and nurse to provide a coordinated service with excellent care for patients
- To maintain an excellent knowledge base that reflects contemporary issues in trauma care and trauma nursing
- Act as a single point of contact for patients, family members and carers, and the healthcare professionals involved in their care
- Provide highly specialised advice to the patient, family and carers regarding the management of trauma related conditions
- Provide information on how the hospital and the trauma system works (major trauma centres, trauma units, teams etc.)
- To ensure that safeguarding concerns regarding children or adults are acted upon and dealt with promptly

QUALITY

- Facilitate a high quality, cost effective, specialist service through monitoring and audit
- Lead on and participate in key developments relating to the speciality so that high quality patient focussed services are promoted
- Attend and participate in multi professional team meetings
- The Trauma Coordinator service should have an active role in the following areas in relation to trauma governance:
 - Adverse incident/Datix management
 - Trauma board/committee membership
 - Represents the Trust/MTC at regional/Network level
 - Participate in trauma M&M/review strategies
 - TARN data
 - Lead/participate in local and network wide audits
- Set, monitor and review standards of care on a regular basis and initiate corrective action plans
- Participate and collaborate in peer review, working closely with the Trauma Unit Director
- Identify and intervene where circumstances contribute to an unsafe environment for patients and staff. To bring such instances to the attention of the Direct Line report, Head of Nursing/Matron for the area.

EDUCATION AND TRAINING

- Act as a facilitator, mentor, preceptor and teacher to all relevant staff groups and offering guidance, support and education (both formally and informally)
- Assess own educational needs and take steps to keep up to date with clinical and nursing developments in line with requirements of the Nursing and Midwifery Council
- Work closely with the Matron, Sister/Charge Nurse and Practice Development Teams within the area, ensuring that relevant clinical based teaching programmes are in place for all staff
- Teach on relevant courses and training programmes within the trauma service and develop training packages as required, mapped to the national adult and paediatric trauma competencies for all staff groups
- Coordinate the development and delivery of a patient focussed education and information giving strategy within the speciality
- Motivate, develop, support and identify training needs for department staff
- Ensure Network offered education opportunities are utilised by relevant staff groups
- Ensure training needs of staff is kept organised and documented by utilising IT programmes such as Microsoft Excel whilst maintaining confidentiality

RESEARCH AND DEVELOPMENT

- Promote and undertake specialist research, updating on knowledge to promote excellence in clinical practice
- Participate in and be aware of other clinical research trials for patients i.e. TARN
- Contribute to audit and research within the speciality in collaboration with colleagues, developing action plans and disseminating information
- To be familiar with current clinical research protocol issues and relevant treatment and procedures employed in the diagnosis and treatment within the speciality
- Manage and oversee TARN Data Coordinators and their data collection, offering clinical guidance and support on the data collection process
- Ensure TARN data accreditation and ascertainment targets are adhered to and strive to meet set Network goals

MANAGEMENT

- Ensure all major trauma admissions are highlighted to the service. When overnight or at the weekend, this should occur at service resumption the next working day
- Have an overview of all major trauma patients in the organisation at any one time and regardless of which speciality they are under
- Attend relevant ward rounds and ensure that all action plans from the ward round are carried out in a timely manner
- Liaise with all members of the multi-disciplinary team with regards to organising ongoing patient care including discharge planning, transfers and rehabilitation
- Provide a leadership role model and demonstrate expert knowledge and high standards of clinical practice
- Chair and manage the Trauma Nursing Steering Group for the Trust

- Manage, oversee and maintain vital equipment required to run the trauma service
- Develop the role according to patients changing needs and research findings, within the resources available and as the service requires
- Maintain accurate records of the clinical service and ensure that confidentiality of information is adhered to
- Organise own work and manage own caseload and practice
- Implement new ideas and initiatives where possible to run a cost effective and timely service
- Develop policies, protocols, clinical guidelines and standard operating procedures in support of the specialist service
- Participate in the promotion of the speciality by publishing and presenting innovations and research findings locally and nationally
- Attend and participate in Network meetings and disseminate information to the relevant teams
- Adhere to Trust and departmental policies and procedures, ensuring that all staff do the same
- Attend team meetings at an appropriate frequency as outlined by the trauma network
- Ensure a good method of communication within the department at all times and encourage the exchange and implementation of new ideas and evidence-based practice

GENERAL

- Act in accordance with the Nursing and Midwifery Council Code of Professional Conduct and Scope of Professional Practice and be accountable for his/her actions at all times
- Maintain up to date records, ensuring that confidentiality is respected and those standards for 'Record Keeping' are met

Person Specification

Post	Trauma Nurse Coordinator	Band	7
Dept/Ward			

Essential defines the minimum criteria needed to carry out the job and the job cannot be done without these.

Desirable refers to criteria which are not essential and which successful applicants would be expected to acquire during their time in post. The desirable requirements are not taken into consideration in a job evaluation panel.

Attribute/Skills	Essential	Desirable	Measurement
Qualifications and experience	<p>Registered Nurse*</p> <p>Educated to degree level or equivalent</p> <p>At least 3 years relevant post graduate clinical experience within Major Trauma, Orthopaedics, Neurosciences and complex injury cases</p> <p>Relevant post registration course e.g. Emergency Nursing, Critical Care Nursing, Orthopaedic Nursing</p> <p>Relevant NMTNG approved Level 2 course i.e. Advanced Trauma Nursing Course (ATNC)</p> <p>Competent in Advanced Life Support (ALS)</p>	<p>Competent in paediatric advanced life support and/or pre hospital life support</p> <p>Leadership training</p> <p>Experience working with audit and analysing data</p> <p>Experience working with TARN e.g. data input and data analysis</p>	A/I

	<p>Teaching/mentoring course</p> <p>Evidence of continuing professional development (CPD)</p> <p>Ability to work as part of a multi-disciplinary team</p> <p>Ability to communicate effectively at all levels across the Department, Directorate and Network</p> <p>Knowledge of clinical governance issues and processes</p>		
Managerial	<p>Experience of staff management and coordination of a trauma environment</p> <p>Knowledge to provide both professional and clinical supervision</p> <p>Ability to actively participate in meetings as required</p> <p>Aware of budgetary issues and procurement constraints</p>		A/I
Skills and Abilities	<p>Experience of communication with a range of staff at differing levels</p> <p>Ability to communicate complex information</p>		A/I

	<p>using a variety of mediums</p> <p>Ability to demonstrate enthusiasm towards teaching and sharing knowledge</p> <p>Ability to communicate and present information, orally and in writing in a clear and logical manner</p> <p>Effective presentation skills</p> <p>Ability to articulate clearly treatment processes with patients and relatives</p> <p>IT competent, familiar with Microsoft packages</p> <p>Self-motivated</p>		
Personal and People Development	<p>Able to prioritise, organise and delegate</p> <p>Ability to self-reflect, carry out tasks of own job and identify what s/he needs to learn to be able to do current job more effectively</p> <p>Ability to take an active role in agreed learning activities and keeps a record of them</p>		A/I

