

## Children's Service Centre/Directorate

### Job Description

<b>Job Title:</b>	Staff Nurse-Pinckney Ward
<b>Band:</b>	Nursing Band 5
<b>Hours of Work (p/w):</b>	37.5 hours of Part Time
<b>Service Centre/Directorate:</b>	Children's Services
<b>Base:</b>	Post Holder may be required to work anywhere in the Paediatric unit.
<b>Accountable to:</b>	Matron /Head of Nursing
<b>Reports to:</b>	Ward Sister/Charge Nurse
<b>Responsible for:</b>	Individualised direct specialist nursing care
<b>Key working relationships:</b>	All members of the Multi-Disciplinary Team
<b>Role of the Department:</b>	Provide excellent holistic care for children and their families.
<b>Job Summary:</b>	Provide excellent nursing care, supervise and mentor Student Nurses and Health Care Assistants, act as an advocate for child and family and participate and contribute to the management of wards.
<b>Trust Vision &amp; Values:</b>	The postholder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of:

St George's Healthcare NHS Trust is the regional specialist care provider for south west London, Surrey and beyond. The trust provides a high quality, comprehensive range of health services from leading edge tertiary and trauma care to community services.

With national and regional referrals added to our local 3.5m catchment, we serve a population of around 5m.

Co-located with St George's, University of London and with both organisations now in a formal strategic alliance with King's Health Partners, the trust delivers with its partners high quality research and education both of which contribute to the healthcare provision of tomorrow.

Acute and tertiary health services are delivered from over 1,000 beds across two sites, by around 8,000 staff.

St George's Hospital Paediatric unit is a major acute hospital that offers very specialist care for complex injuries and illnesses, including trauma, neurosciences, Hematology care, , cancer care and stroke. It has a helipad which opened in spring 2014 and the work of its emergency

department can currently be seen on Channel 4's '24 Hours in A&E' programme. The hospital also provides all the usual care you would expect from a local NHS district general hospital. We also provide services at Queen Mary's Hospital in Roehampton. These include outpatient rapid diagnostic and treatment facilities, a minor injuries unit, limb fitting services and 70 elderly, intermediate care and rehabilitation beds.

As well as hospital services, we provide a wide variety of specialist, maternity and community services to children, adults, older people and people with learning disabilities. These services are provided from St John's Therapy Centre, 11 health centres and clinics, schools, nursing homes and people's own homes.

### **Main Duties/Key Results Areas:**

- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To work in accordance with the Trust's Equal Opportunities policy to eliminate unlawful discrimination in relation to employment and service delivery.
- To promote at all times equal opportunities for staff and patients in accordance with St George's Healthcare policies to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation.
- To ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes and to maintain registration where this is a requirement of the role.
- To comply with St. George's Healthcare No Smoking Policies.
- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

### **FUNCTIONS**

#### **1. Professional/Clinical**

- 1.1 To complete relevant competencies for the paediatric unit and specific competencies to each clinical area to enable and support job role through appraisal thus ensuring high standards of clinical care.
- 1.2 Assessing, planning, implementing and evaluating nursing care, utilising research findings as appropriate.
- 1.3 To provide leadership of the ward team to ensure a high and safe standard of patient care.
- 1.4 Ensuring that nursing procedures are carried out in accordance with St George's Healthcare Policy taking appropriate action in emergency situations.

- 1.5 Setting, monitoring and maintaining excellent standards of nursing care in conjunction with the multidisciplinary team.
- 1.6 Maintaining personal contact with patients, relatives and carers being sensitive to their need for courtesy, dignity and privacy ensuring a friendly environment at all times, including documentation of discussion around single sex accommodation and nutritional status.
- 1.7 As skills develop, managing the ward or department in the absence of the Ward Sister/Charge Nurse or Deputy, maintaining safe staffing levels, ensuring that policies are followed up and that the Senior Nurse is informed of any problems or incidents that might arise.
- 1.8 Maintaining timely and accurate nursing records and ensuring that confidentiality is respected.
- 1.9 Storing, checking and administering drugs including the intravenous route in accordance with Trust Policy and NMC Standards.
- 1.10 To work with minimal supervision in all areas of the speciality including wards, and outpatient departments as appropriate.
- 1.10 Demonstrate effective verbal and written skills. Communicating with and assisting the multidisciplinary team to promote excellence in the delivery of patient care.
- 1.11 To prioritise own workload and that of other staff ensuring that the ward or department is managed effectively.
- 1.12 To contribute to the local resolution, investigation and follow up action of any informal or formal complaints.
- 1.13 Recognise verbal and non-verbal cues at child's various developmental stages in order to provide basic and specialist care, acting as child's advocate.
- 1.14 Daily checking of emergency trolley.

## **2. ORGANISATIONAL**

- 2.1 Co-ordinating the admission/reception of new patients in conjunction with the Bed Management Team.
- 2.2 Arranging in consultation with the multidisciplinary Team and the Bed Manager the discharge/transfer of patients and initiating the appropriate community care services.
- 2.3 Communicating and co-operating with other wards and departments including giving accurate information as required, particularly with regard to notification of incidents and accidents to staff, patients and visitors, using the datix reporting system for reporting problems.
- 2.4 Maintaining a safe and clean environment within the clinical area in accordance with the Trust Health and Safety, Clinical Risk and Infection Control policies.

- 2.5 Participating in and developing the skills to represent the ward/department at meetings, participating in audit, research, projects and being willing to take on the role of a Link Nurse for areas of clinical expertise.
- 2.6 Maintaining and monitoring levels of stock and ensuring there are adequate supplies and that resources are used effectively.
- 2.7 Handling, checking and storing patient's cash and valuables in accordance with Trust policies.
- 2.8 Develop the skills to assist in planning and completing the ward or department staffing rota to ensure an appropriate skill mix to meet the needs of the service.
- 2.9 To take appropriate action to manage unexpected situations and changes, informing the on-call manager as necessary.
- 2.10 To be familiar with and use the ICLIP and Transport request system and any other computerised systems integral to the running of the service. To contribute to Clinical Governance, achieving the goals of the Care Group and the Trust's Nursing Strategy.
- 2.11 To demonstrate a willingness to lead and motivate a team, being an active player providing direction and leadership.

### **3 EDUCATION/RESEARCH**

- 3.1 Participate in pre and post registration nursing education in accordance with the Trust and University requirements and in consultation with the Ward Sister/Charge Nurse, Matron and Liaison Tutor/Practice Educators/Lecturer Practitioners in support of recommendations for service provision and own development.
- 3.2 Attend mandatory training and ensure attendance is recorded in personal professional portfolio and appraisal documentation, including medical devices and safeguarding on a yearly basis.
- 3.3 To be responsible for own personal and professional development and practice recognising own limitations and the need for continuing education.
- 3.4 Contribute to and evaluate the implantation of new ideas and innovations within the ward or department.
- 3.5 In conjunction with the Ward Sister/Charge Nurse plan the orientation of new staff and the development of junior staff through objective setting to improve clinical practice.
- 3.6 Promote health education and provide appropriate information and advice to patients and their carers.
- 3.7 To participate in quality initiatives to promote and ensure that nursing care is evidence and research based.

### **4 GENERAL**

- 4.1 To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times.
- 4.2 Ensure continued and effective registration with the NMC.
- 4.3 To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of the Health and Safety Policy.
- 4.4 To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- 4.5 To promote equal opportunities for staff and patients in accordance with St George's Healthcare and University policies to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, colour, creed, nationality, ethnic or national origin or sexual orientation.
- 4.6 Be aware of and work within the policies of St George's Healthcare NHS Trust and the University, carrying out such duties as may be required and are consistent with the responsibility of the grade.

**This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the postholder.**

**St George's Healthcare NHS Trust is an Equal Opportunities employer and operates a No Smoking Policy.**

**Manager .....Print .....Signature**

**Employee .....Print .....Signature**

**Date .....**

# ST GEORGE'S University Hospital HEALTHCARE NHS TRUST

## Person Specification

**Job title: Qualified Nurse – Paediatric Unit Pinckney Ward**

### Band 5

Factor	Essential	Desirable (becomes essential to full KSF)	Method of Assessment
Qualifications & Training	Registered Nurse (Children)		<ul style="list-style-type: none"> <li>• Application form.</li> <li>• NMC register</li> </ul>
Experience	a) Computer literate. b) Experience in assessment, planning and evaluation of patient care according to individual needs.		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application Form/CV</li> <li>• NMC Register</li> </ul>
Skills	a) Demonstrate sound written, numeric and verbal communication skills. b) Demonstrate the ability to apply research evidence to clinical practice and professional issues. c) Demonstrate the ability to supervise and mentor more junior staff. d) Demonstrate ability to work with and to use resources effectively as part of the MDT. e) Ability to prioritise/adapt quickly and organise own workload and workload of more junior staff. f) Ability to use own initiative. g) Demonstrate an ability to create a trusting relationship with a child	a) IV administration course	<ul style="list-style-type: none"> <li>• Interview.</li> <li>• Portfolio/CV</li> <li>• Relevant experience</li> <li>• Practical test</li> </ul>
Knowledge	a) Awareness of professional responsibilities. b) Demonstrate an understanding of normal child development and the sick child c) Demonstrate an understanding of the role of advocate for the child. d) Demonstrate an understanding of child safeguarding issues. e) Able to demonstrate own continued education and updating and the importance of developing self and others. f) Demonstrates an	a) Demonstrate an understanding of the effects of an admission to hospital on the child and family.  b) Experience of undertaking small research or audit projects	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Portfolio/CV</li> <li>• Application form</li> </ul>

	<p>understanding of clinical risk/governance.</p> <p>g) Ability to identify stress in self and others and to take effective action to manage the situation</p>		
Other	<p>a) Demonstrates motivation and enthusiasm for the specialty.</p> <p>b) Reliable and well-presented.</p> <p>c) Demonstrates a caring and sensitive approach to the needs of patient / parents / guardians / relatives and other staff.</p> <p>d) Adaptable and responsive to changing needs.</p>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Portfolio/CV</li> </ul>

Key:

I = Interview

A = Application Form

T = Practical Test

P = Portfolio

CV= Curriculum Vitae