

Clinical Support Worker (Swale
Special Needs Nursery)
Medway NHS Foundation Trust



Job Description

Role: Clinical Support Worker

Banding: Band 2

Division: Women and Children

Responsible to:

Accountable to: Lead Nurse

Job Purpose:

The post holder will be part of the Special Needs Nursery team. Participating in the Assessment, Planning, Implementation and Evaluation of Children's care. Delivering therapeutic interventions to pre-school children who have Learning disabilities, Physical disabilities and additional Health care needs.

Key Responsibilities:

- **To be a Keyworker for an identified group of children.**
- **Preparation and clearing away of the Nursery.**
- **To assess and report on a child's development and health and report to the Registered Nurse.**
- **To write reports under the supervision of the Registered Nurse.**
- **To plan and participate in the developmental activities for the Children.**
- **Devise and implement Individual Activity Plans in conjunction with parents, Registered Nurse, and other relevant professionals.**
- **To plan and participate in interim reviews to ensure that parents are involved in reviewing their child's progress.**
- **Assist Nursing and Therapy staff in implementing care plans.**
- **Attend to the personal care of the children.**
- **To assist the registered Nurse with nursing interventions**
- **To develop and maintain a sensitive, positive relationship with the Children's parents/carers.**
- **To liaise effectively with the multi-agency team to ensure effective inter-agency working.**
- **To work as part of a team and form positive relationships with colleagues.**



- The post holder may, with adequate training, drive the mini-bus.
- To be aware of safeguarding and the welfare of the children and raise any concerns with the registered nurse.
- To ensure that the children's Health and well-being needs are met.

Key Working Relationships:

Internal	External
Lead Nurse	Children's Therapy Team
Registered Nurse	Children's Outreach and Specialist Team (COaST)
Clinical Support Worker	Specialist Teaching Services
Paediatricians	KCC Children's social services department.

Main Conditions of Service



Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. All registered professionals must maintain registered in line with the Trust Professional Registration with Regulatory Bodies Policy.

Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.

Bold
Every Person Counts
Sharing and Open
Together

We are *inspiring* and *ambitious*
We are *respectful* and *supportive*
We are *open* and *speak up*
We are *inclusive* and *responsible*

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.

eRostering

Roles with budgetary responsibilities for e-rostering have had these responsibilities included in job descriptions

Mandatory Training

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.
Quality Assurance

The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

Health & Safety

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

Equal Opportunities



Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Infection Prevention and Control

All post holders have a personal obligation to act to reduce healthcare associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

Information Governance

Staff is required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.

Patient Experience

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

Safeguarding Children and Vulnerable Adults

The Trust is committed to the protection of children, young people, their families and vulnerable adults accessing its services. Promoting the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse. To this end you must comply with Trust's and the Kent and Medway Safeguarding Board's policies on safeguarding children, young people and vulnerable adults.

All staff no matter where they work or which age group of patients they work with must be aware of their responsibility to act when they feel a child, young person or vulnerable adult has been or is at risk of abuse.

Disclosure and Barring Service



The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, *the Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

Uniform

All staff must adhere to the Trust Nurses/Midwives Uniform Policy

Job Description

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Smoke Free Medway

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network





Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.pagetiger.com/Benefits-Wellbeing/currentstaff>
Our Commitment

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities.

As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff.

Promoting equality and reducing inequalities

All staff are required to uphold organisational policies and principles on the promotion of equality. This is to create an inclusive working environment where diversity is valued, everyone can contribute, and in everyday action ensure we meet our duty to uphold and promote equality.

Talent Management and Skills Coaching

All staff at Medway NHS Foundation Trust will have the opportunity to undertake talent and coaching sessions held with our Organisational Development Team. This will be supported through the talent management process.

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.



Flexible Working Opportunities

At the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for us and for our patients, and for you. Speak to us about how we might be able to accommodate a flexible working arrangement whether that's job share.

Applications are welcomed from applicants who wish to apply for a position on the basis of a smarter or flexible working arrangement. Where candidates are successful at interview, such requests will be taken under consideration and accommodated where the needs of the service allow.

Professional / Managerial Codes of Practice

The NHS Code of Conduct for NHS Managers outlines the central standards of conduct expected of NHS Managers and seeks to guide them in the work they do and in their decision making.

The code is also intended to assure the public of the high professional standards and accountability within NHS Management.



Person Specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level.

The Trust proactively offers support and guidance to ensure that staff are able to upskill within the role. We would welcome applications from candidates where not all of the essential requirements are met but are able to demonstrate a willingness to continue their professional development within the role.

Role: Clinical Support Worker

Qualifications	NVQ Level 2 or above in Care or Early years
Knowledge	<ul style="list-style-type: none">• Recognising the signs and symptoms of safeguarding Children and how to report them.• The developmental needs of Children• Children with Learning Disabilities• Neurodevelopmental disorders• Sensory processing difficulties• Speech and Language difficulties• Cerebral palsy and motor disorders• Holistic approach to caring for Children.
Values	<p><i>Exhibits behaviours in line with Trust Values:</i></p> <p>Bold <i>We are inspiring and ambitious</i></p> <p>Every Person Counts <i>We are respectful and supportive</i></p> <p>Sharing and Open <i>We are open and speak up</i></p> <p>Together <i>We are inclusive and responsible</i></p>
Experience	<ul style="list-style-type: none">• Experience working with children/adults who have a Learning Disability• Minimum of 2 years' experience in an Early Years setting.• Completion of Early year's targets and goals.• Leading individual and group activities.• Delivering personal care.• Understanding of child Health care



Best of care
Best of people



Skills	<ul style="list-style-type: none"> • Effective communicator. • Observation and Assessment. • Effective report writing. • Able to work as part of a team.
Other Attributes	<p>Flexible and adaptable to change to meet the needs of the service.</p> <p>The vision and focus to continually strive to improve the service for our patients is a key attribute for this, and any role at the Medway NHS Foundation Trust</p> <p>Willingness to drive the Nursery mini bus</p>





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