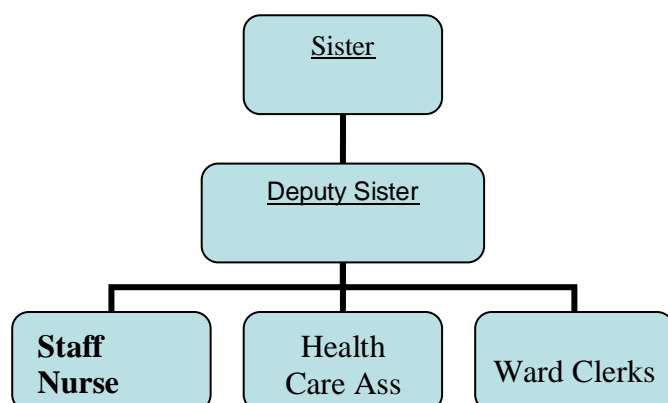




JOB TITLE:	Paediatric Staff Nurse
RESPONSIBLE TO:	Managed by Ward manager, Accountable to Head of Children's Services
RESPONSIBLE FOR:	HcAs and Student Nurses
SALARY:	AFC Band 5
LOCATION:	Bluefin Ward, Worthing Hospital. It may be necessary to work across the Paediatric Department on Worthing and St Richards sites
HOURS OF WORK:	34.5 hours per week on rotation including nights and weekends
CONTRACT:	<u>one year fixed contract</u>
DISCLOSURE REQUIRED:	Enhanced waiting for finance to approve if this vacancy can go out? manager has submitted it as fixed term in error and would like to change it to permanent.
JOB PURPOSE:	The service is committed to providing a high standard of nursing care for sick children and young people up to the age of 18 years, within the Western Sussex Hospital NHS Foundation Trust, including outpatient, emergency and elective care within the division, by ensuring the most effective use of resources. Assist team members with the assessment and delivery of care, under the direction and supervision of the team leader.
DIMENSIONS:	Bluefin Ward is a 20 bedded acute paediatric unit with a HDU bed and a separate Children's and Young Persons Day Unit. The unit cares for medical and surgical patients. The post-holder will be responsible for assessing, planning, implementing and evaluating the care of his/her patients.
KEY RELATIONSHIPS:	Working with a wide M.D.T. within the trust and external organisations such as H.V. liaison, social services & CAMHS.

STRUCTURE CHART:



Main duties by factor:

- Participate in the assessment, implementation and delivery of individualised patient care seeking guidance where appropriate.
- To report on the condition of patients to the Clinical Leader/Medical staff, assisting them in ascertaining treatments and ensure these are carried out.
- To ensure that all patients' data is accurately recorded.
- Ensure that all patients have nutritional assessment and that individual needs are fully met
- Be responsible for the control and custody of all medication and drugs in accordance with Trust policy
- To administer drugs as prescribed, checking and witnessing controlled drugs.
- Ensure safe effective discharge planning, involving the multidisciplinary team as necessary.
- Maintain own professional development under the guidance of senior staff.
- Develop teaching and assessing skills through training and practical experience; becoming a mentor to learners.
- Take charge of a group of patients, taking into account patient/relative/carers wishes
- Be able to confidently take charge of the ward when the occasion presents itself.
- Ensure that all patients needs are identified and programmes of care implemented to meet individual needs

- Ensure that best practice care is delivered
- Mentor, teach, assess and facilitate education for all learners in the clinical area
- Work as part of a team to ensure effective communication with all health care professionals within the clinical team and across all disciplines
- Maintain own professional development
- Work within the NMC Code of Professional Conduct
- Act as a role model showing example in regard to behaviour, attitudes, conduct and appearance
- To maintain correct standards of uniform and personal appearance, as indicated in the Dress Code & Uniform Policy
- Report / action any accidents, incidents or undue occurrences reported or witnessed.
- Take an active role in the management of risks, in line with Trust and Directorate policy.
- Ensure that patient activity is monitored and that all patient information is entered into the SEMA system at the most timely point.
- Ensure your role has a positive influence on key performance indicators.
- Seek consistently to improve nursing practice in line with evidence, recent best practice innovations and new developments.
- Proactively manage ward level complaints and report to senior staff so that they can be dealt with according to Trust Policy
- Take charge regularly in the absence of a ward/departmental manager/deputy
- Maintain flexibility with staff rosters in order to provide cover with the optimum skill mix, making best use of available resources
- Deal with patient/relative complaints proactively

GENERIC DUTIES FOR ALL STAFF

Trust's Vision and Values

- All staff are expected to support the Trust's vision of "We Care". We Care about:
 - ✓ **Our staff and patients** - treating everyone with kindness and respect
 - ✓ **Quality** - giving our patients the best possible care
 - ✓ **Safety** – making our patients as safe as we possibly can
 - ✓ **The Future** – building a sustainable organisation which thrives within a strong local health economy
 - ✓ **Serving local people** – giving West Sussex residents a comprehensive local service which they can rely on
 - ✓ **Improvement** – always seeking to make our services better
 - ✓ **Being stronger together** – working across the Trust and with others to support patients at every stage of their care
- Staff members are expected to demonstrate appropriate behaviours and attitudes that contribute to an organisational culture where patients are at the heart of everything we do. This means being:
 - ✓ Kind
 - ✓ Friendly
 - ✓ Respectful
 - ✓ Professional
 - ✓ Compassionate
 - ✓ A Team

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.

- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures

Patient and Public Involvement

- The Trust has a statutory duty to ensure that patients, clients and members of the public are consulted and involved in decisions about local health service developments. You should be mindful of this and do what you can, as appropriate to your role and level of responsibility, to meet this duty.

Equality, Diversity & Inclusion

- The Trust is committed to building a workforce whose diversity reflects the communities it serves, enabling it to deliver the best possible health care services to those communities.
- The Trust believes equality and diversity are fundamental to the delivery of good quality care and has a number of active minority groups which include:
 - Celebrating Cultures Network
 - LGBT Network (Lesbian, Gay, Bisexual and Transgender)
 - Disability Network

Confidentiality

- Ensure confidentiality at all times. Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment, except to authorised bodies or individuals acting in an official capacity. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.
- The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information.

Trust Policies and Procedures including Control of Infection

- To be familiar with and to comply with the Trust's policies and procedures, which are available via line managers in each department and on the Trust intranet. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.
- Be aware of and adhere to the Trust's infection control policy. Infection control is everyone's business and it is important that all members of clinical and non clinical staff observe good infection control practice at all times. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.

Safeguarding Children

- Employees of the Trust have a responsibility at all times to ensure the well being and safety of children under the care of the organisation and to comply with the Trust's policies and procedures in this.

Risk Management and Health and Safety

- Be aware of the Trust's risk management strategy and policies.
- Support the departmental manager in promoting a risk management culture within your working environment, ensuring participation and involvement when requested.
- Identify potential risks that may impact on the Trusts ability to achieve its objectives, and report concerns to the line manager.
- Health and Safety is the responsibility of all staff and the post holder is required to take due care at work, report any accidents or untoward occurrences and comply with the Trust Health & Safety Policy in order that it can fulfil its Health and Safety responsibilities.
- The Trust operates a "Smoke Free" Policy, and smoking is forbidden throughout the Trust's premises.

Training and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Take responsibility for identifying what learning you need to do your job better and jointly plan with your line manager what training you require.
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

Data quality

- Ensure that accurate data is entered into all data collection systems, manual or electronic.
- Report non-compliance with the Data Quality Policy, erroneous production of data and any factors affecting the production of valid data to the Data Quality Manager.

Research Governance

- The Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver Research Governance.

Major Incident

- In the event of a major incident or civil unrest all Trust employees will be expected to report for duty on notification. All Trust staff are also expected to play an active part in training and preparation for a major incident or civil unrest.

Modernisation and Change

- To be aware of internal and external targets to achieve in respect of service delivery and improving and progressing patient care, and contribute and work to achieve them.

Sustainability

- The post holder will be required to embrace the concepts of sustainability within the workplace and will carry out all duties in a way that ensures a high regard for energy efficiency, carbon reduction, waste management and the most appropriate use of materials and other resources. The post holder will also be required to give due consideration to the use of sustainable travel to the post holder's base and travel between the Hospital sites, where applicable.

Trust Overseas Visitors Policy

- Without restricting access to NHS treatment, the Trust has a statutory obligation to ensure everyone makes a fair contribution to the costs of the care they receive. The level of contribution is determined by lawful residency in the UK and other protected characteristics. It is the responsibility of all employees to be aware of, and adhere to, the Trust's Overseas Visitors Policy. A requirement of the policy is that all staff who receive patients into the hospital for admission or for an appointment must ask if the patient has lived anywhere other than the UK in the last 3 years; if the answer is yes they should be referred to the overseas visitors team for further assessment.'



This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

PERSON SPECIFICATION TEMPLATE

Job Title: Enter position title

Requirements	Level required		How assessed
Qualifications (Factor 2)	Essential	Desirable	Application form (AF) Selection interview (I) Assessment (A)
	RSCN RN	Mentorship or equivalent qualification PILS IV Drug Administration Venepuncture Cannulation	AF
Registration (where applicable)			

Knowledge, Training and Experience (Factor 2)			
Non Clinical			

Clinical	<p>Experience in relevant clinical area</p> <p>Demonstrates good clinical knowledge</p> <p>Awareness of current government initiatives</p> <p>Experience with medical devices</p> <p>Evidence of continuing professional development</p>	<p>Introduction to management course</p> <p>Able to demonstrate leadership skills and the ability to respond to varying situations</p> <p>Completion of Junior Band 5 competencies</p> <p>Understanding of the NMC and their professional responsibilities and accountability</p> <p>Completion of relevant clinical/specialist competencies</p>	AF I A
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Skills			
Communication and Relationship Skills (Factor 1) Required to communicate, establish and maintain relationships. Motivate, negotiate, persuade, make presentations, train others, empathise, communicate unpleasant news sensitively and provide counseling and reassurance. Barriers and difficulties in exercising these skills.	Good interpersonal and communication skills Team Player Organisational and planning skills Commitment to high clinical standards Ability to work well under pressure Professional vision	Respect contributions of all members of ward team	AF I
Analytical and Judgmental (Factor 3) Analytical skills to diagnose a problem or illness and understand complex situations or information; Judgmental skills to formulate solutions and recommend/decide on the best course of action/treatment.	Ability to use initiative		I

Planning and Organisational (Factor 4) The skills required for planning or organising clinical or non-clinical services, departments, rotas, meetings, conferences and for strategic planning. The level of complexity and degree of uncertainty involved in these activities.	Motivated. Innovative		I
Physical Skills (Factor 5) Hand-eye co-ordination, sensory skills (sight, hearing, touch, taste, smell), dexterity, manipulation, requirements for speed and accuracy, keyboard and driving skills.	Good health record		AF
Patient/Client Care (Factor 6) Involvement in provision of care or treatment to patients/clients, including the degree to which the responsibility is shared with others. Responsibility to maintain records of care/treatment/ advice/tests.			



Policy & Service Development (Factor 7) Making recommendations to decision makers. Whether the relevant policies or services relate to a function, department, division, directorate, the Trust or the wider Health economy. The degree to which the responsibility is shared with others.			
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“We Care - we are kind, friendly, respectful, professional, compassionate, a team”



<p>Financial & Physical Development (Factor 8) Financial resources (including cash, vouchers, cheques, debits and credits, invoice payment, budgets, revenues, income generation); and physical assets (including clinical, office and other equipment; tools and instruments; vehicles, plant and machinery; premises, fittings and fixtures; personal possessions of patients/clients or others; goods, produce, stocks and supplies).</p>			
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“We Care - we are kind, friendly, respectful, professional, compassionate, a team”

<p>Human Resources (Factor 9) Management, supervision, co-ordination, teaching, training and development of employees, students and trainees etc. Work planning and allocation. Checking and evaluating work. Undertaking clinical supervision. Identifying training needs. Developing/implementing training programmes. Teaching staff, students or trainees and Continuing Professional Development (CPD).</p>			
<p>Information Resources/ IT (Factor 10) E.g. computerised, paper based, microfiche) and information systems (both hardware and software e.g. medical records). Security, processing, generating information, creating, updating and maintaining information databases or systems and the degree to which it is shared with others.</p>	<p>Computer skills (word, excel, email, internet)</p>		<p>AF</p>



<p>Research and Development (Factor 11) Activities underpinned by appropriate methodology and documentation, including formal testing or evaluation of drugs, or clinical or non-clinical equipment. Initiation, implementation, oversight of research and development activities. The degree to which it is shared with others.</p>			
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“We Care - we are kind, friendly, respectful, professional, compassionate, a team”

Behaviours and Attitudes Staff are expected to demonstrate appropriate behaviours and attitudes that contribute to an organisational culture where patients are at the heart of everything we do.	Demonstrates behaviours and attitudes that supports the Trust's Vision of "We Care" by being: <ul style="list-style-type: none"> ○ Kind ○ Friendly ○ Respectful ○ Professional ○ Compassionate ○ A Team 		I, A
Personal Qualities and attributes e.g. team worker, articulate, self-starter, ability to work autonomously	Approachable. Positive and Adaptable Ability to work under pressure / stress tolerance		
Other Qualities e.g. lives within x miles of base for on call duties, willing to work shifts weekends etc.	Willingness to be flexible		

SUPPLEMENTARY JOB DESCRIPTION INFORMATION

(Only attach to job description for job evaluation/ matching purposes – not for advertising use)

Post Title:

Ward/ Dept and Site:

Date Completed:

Please indicate in the boxes with a tick whether the post holder will be expected to work or be directly exposed to the following factors.

Please provide details including frequency (e.g. how many times per shift, if appropriate). (See the job matching background for extra guidance for these factors). This is important as it may have an impact on the job evaluation outcome.

Physical Skills (Factor 5)	Standard Level	Advanced Level	Details required for job evaluation matching
Driving skills competency			
Keyboard skills competency			
What type of tools and equipment used and competency level?			
The competency level of sensory skills and dexterity e.g. a high degree of precision or speed and high levels of hand, eye and sensory co-ordination			
Comments:			

Financial & Physical (Factor 8)	Yes	No	Details required for job evaluation matching (including level of budget, value of assets)
Hold a budget or delegated budget for the team or department? How much?			
Contribute to drawing up budgets or budget setting for a dept?			
Authorised signatory for small financial payments?			
Maintain stock control and/ or security of stock including value			
Responsible for the safe use of equipment, other than personal use and the level of complexity?			
Comments:			

Human Resources (Factor 9)	Yes	No	Details required for job evaluation matching (If so how many people do they manage?)
Day to day supervisory, professional/ clinical supervision or people management responsibility?			
Undertake basic workplace assessments?			

Provide training in own discipline/ practical training or devising and delivering training and development programmes			
Comments:			

Information Resources (Factor 10)	Yes	No	Details required for job evaluation matching
Use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings/ diagrams using desktop publishing (DTP) or computer aid design (CAD)			
Data entry, text processing or storage of data, utilising paper or computer based data entry systems			
Take and transcribe formal minutes			
Maintain one or more information systems			
Design, develop or adapt information systems			
Comments:			

Freedom to Act (Factor 12)	Yes	No	Details required for job evaluation matching (including frequency, where appropriate)
Generally work with the supervisor/ manager close by/available?			
Generally work with the supervisor/ manager contactable by telephone or bleep?			
Lead specialist in their field?			
	Daily	Weekly	Frequency
How often on average is guidance/ advice given			
How often is your work checked/ monitored/ assessed			
Comments:			

Physical Effort (Factor 13)	Yes	No	Details required for job evaluation matching (including frequency, where appropriate)
Working in uncomfortable/ unpleasant physical conditions			
Working in physically cramped conditions			
Lifting weights, equipment or patients with mechanical aids			
Lifting or weights/ equipment without mechanical aids			

Moving patients without mechanical aids			
Making repetitive movements			
Climbing or crawling			
Manipulating objects			
Manual digging			
Running			
Standing/ sitting with limited scope for movement for long periods			
Kneeling, crouching, twisting, bending or stretching			
Standing/ walking for substantial periods of time			
Heavy duty cleaning			
Pushing/ pulling trolleys or similar			
Working at heights			
Controlled restraint i.e. jobs requiring training/ certification in this			
Comments:			

Mental Effort (Factor 14)	Yes	No	Details required for job evaluation matching (including frequency, where appropriate)
Conduct formal student/ trainee assessments			
Conduct clinical/ social care interventions			
Conduct clinical diagnosis			
Conduct non-clinical fault finding			
Operate equipment/ machinery			
Carry out screening tests/ microscope work			
Drive a vehicle			
Give evidence in a court/ tribunal/ formal hearings			
Attend meetings (describe role):			
High level of concentration required. Frequency etc.			
Conduct calculations			
Analyse statistics			
Prepare detailed reports			
Check documents			
Comments:			

Emotional Effort (Factor 15)	Yes	No	Details required for job evaluation matching (including frequency, where appropriate)
Processing (e.g. typing/ transmitting) news of highly distressing events			

Giving unwelcome news to patients/ clients/ carers/ staff			
Caring for the terminally ill			
Dealing with difficult situations/ circumstances			
Designated to provide emotional support to front line staff			
Communicating life changing events			
Dealing with people with challenging behaviour			
Arriving at the scene of an accident			
Comments:			

Working Conditions (Factor 16)	Yes	No	Details required for job evaluation matching (including frequency, where appropriate)
Use of VDU more or less continuously			
Exposure to aggressive verbal behaviour where there is little/ no support			
Exposure to aggressive physical behaviour where there is little/ no support			
Driving/being driven in normal situations			
Driving/being driven in emergency situations			
Inclement weather			
Excessive temperatures and humidity			
Excessive noise &/ or vibration			
Contaminated equipment or work areas			
Exposure to dangerous chemicals/ substances in/ not in containers			
Unpleasant smells/ odours			
Noxious fumes			
Unpleasant substances/ non-household waste			
Infectious material/ foul linen			
Body fluids, faeces, vomit			
Dust/ dirt			
Fleas or lice			
Comments:			

Please attach any additional information on a separate sheet.



Signed by post holder:
Date:



Signed by line manager: Enter Manager's name



Date: Enter date