

## JOB DESCRIPTION

#### JOB DETAILS:

Park
- - -

# **Department Core Purpose**

To provide the appropriate capacity to deliver neonatal intensive, high dependency, special and transitional care for the catchment population of the Trust.

## Job Purpose:

The principal responsibility of the role is to lead and co-ordinate the clinical, managerial and educational requirements of the Neonatal Service, ensuring adequate systems are in place to support continuity over 24 hour/7 day period.

The practitioner will manage and lead the neonatal team to provide a high-quality neonatal service. They will be an expert in all aspects of neonatal care, demonstrating exemplary clinical supervision, support, clinical decision making, knowledge and skills within the speciality.

They will utilise professional innovative leadership within the neonatal environment, being an exceptional role model, with responsibility for facilitating creative nursing practice in response to a changing environment, whilst facilitating family centred care.

The practitioner will champion neonatal safety by monitoring and improving standards of care, using research-based knowledge, with due regard to policies and procedures of the Somerset NHS Foundation Trust.

They will be responsible without supervision for the development, implementation and evaluation of programmes of care, adhering to the NMC Codes of Professional Practice.





## **Duties and Responsibilities**



#### **Communication and Key Working Relationships**

Clinical Teams Directorate senior team Neonatal and maternity service users Maternity and Neonatal Voices Partnership Paediatricians and Obstetric Consultants Governance Support Unit Educational Providers Patient experience team Healthcare groups and agencies. E.g. Children's Social Care Allied Health Care professionals

#### **Planning and Organisation**

With the support of the Neonatal Matron:

Ensure that care is organised, managed and delivered in accordance with the National Service Specification, E08/S/a, Neonatal Critical Care and within South West Operational Delivery Network criteria.

Ensure the Neonatal Service is safe, efficient and high quality in adherence with Trust and Directorate Governance and Quality Assurance processes.

Promote the achievement of key recommendations and standards outlined in The Toolkit for High Quality Neonatal Care, the ATAIN project, NNAP, The BLISS Baby Charter and the UNICEF Baby Friendly Neonatal Standards.

Ensure the accurate completion of the BadgerNet database.

Ensure that all babies and their families receive a co-ordinated and equitable approach to their care, information provision and follow up.

Ensure that all staff involved in the care of neonates and their families have received appropriate education, training and assessment in order to maintain a high-quality service.

Promote the values and objectives of the of the directorate, Trust and relevant external agencies in all aspects of the role.

Be responsible for managing the rostering system, ensuring operational effectiveness.





## Analytics

Monitor aspects of the Neonatal Service provision as indicated by National, Network and Directorate requirements in order to maintain quality, efficiency and cost-effectiveness in all areas of care.

Monitor nurse-led practice in accordance with Trust audit recommendations, applying an analytic and holistic approach to the care of the neonate and family.

Actively promote innovative research-based practice. Participate in evaluation and audit of unit practice effectiveness and promote change within the neonatal team.

Respond appropriately to accidents or untoward occurrences that arise within the unit and provide relevant reports on such incidents.

Regularly review and respond to parental opinion on the service through satisfaction questionnaires, parent groups, complaints and audit results

**Responsibility for Patient / Client Care, Treatment & Therapy** 

Maintain a high standard of enhanced clinical practice in neonatal care to sustain clinical competence.

Undertake direct patient care acting as a role model by demonstrating safe and accountable practice.

Ensure that babies and their families receive a service that meets their needs and maintains their safety and well-being, and at all times prioritising the family unit.

Be responsible for the delivery of Clinical Governance and Risk Management for the department in line with Trust Policy and Strategy.

Maintain a safe working environment, ensuring the safety of patients, visitors and staff, addressing all hazards and incidents.

Ensure the maintenance of patient confidentiality.

Policy, Service, Research & Development Responsibility

Regularly review and respond to parental opinion on the service through satisfaction questionnaires, parent groups, complaints and audit results

Initiate and facilitate change using current leadership theories and evidence-based practice.

Share good practice with all relevant organisations, including the presentation of papers at study days, and seminars, acting as a representative of the service.





Identify and address legal and ethical issues in relation to practice within the guidelines of the current NMC documents.

Have a clear understanding and ensure all staff work within the Trust Safeguarding processes.

Responsible for the safe custody and administration of drugs in accordance with the Trust policies and Statutory Guidance

Ensure adherence to the Somerset Foundation Trust policies and guidance.

# **Responsibility for Finance, Equipment & Other Resources**

Demonstrate effective use of resources with an understanding of budget control for the department.

Ensure stock equipment maintenance, ordering and control **Responsibility for Supervision, Leadership & Management** 

Demonstrate managerial, leadership and interpersonal skills which promote team effectiveness.

Provide positive role modelling behaviour for staff, demonstrating fairness, kindness and compassion.

Be responsible for the implementation of all human resource processes.

Ensure mandatory training compliance.

Identify, assist and supervise the learning needs of staff. Undertake performance appraisals identifying a development plan for the individual.

Manage, develop and be actively involved in induction, mentorship and preceptorship and other teaching strategies for all staff.

Demonstrate a continuous process of attaining educational, research, clinical and leadership skills.

Information Resources & Administrative Duties

Ensure data is recorded accurately and with timeliness into neonatal records and IT systems.

Interpret and present data from clinical and administrative processes to a target audience.





Ensure reports and briefings are prepared for relevant meetings, with accurate records being taken.

# Any Other Specific Tasks Required

Standard keyboard skills and the ability to understand functionality of neonatal/maternity systems.

Frequent periods of intense concentration and formulating plans whilst managing competing priorities

Ability to work under pressure and deliver to timescale.

Able to deal with challenges from stakeholders.





# **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

# **General Information**

At all times promote and maintain the safety of children by working according the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

# **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

# Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role

## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.





# Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

#### Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

#### **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

#### **Review of Job Description**

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.





# Person Specification

Requirement	Essential / Desirable	How Assessed
PROFESSIONAL REGISTRATION	E	Application
RN/RGN/RSCN		form and
		Interview
QUALIFICATIONS & TRAINING Qualification in Speciality	Е	Application form and
Management course	E	interview
Evidence of continuing professional development	E	
Degree or equivalent level of knowledge	E	
KNOWLEDGE		Application
Sound understanding of National neonatal agendas.	Е	form and
Evidence based knowledge of current clinical and	E	interview
professional issues		
EXPERIENCE		Application
Neonatal nursing experience	E	form and
Leadership abilities	D	interview
Relevant expertise working at the Band 6	D	
Change management skills	D	
Audit and Quality Improvement skills	D	
SKILLS & ABILITIES		Application
	Е	form and interview
Can demonstrate developed approach to care of sick and	E	Interview
preterm infants in a neonatal environment.		
Innovator	E	
Role Model		
Educator		
Enthusiasm		
Flexibility		
NALS certification	E	
COMMUNICATION SKILLS		Interview
Able to demonstrate a good standard of English language	E	
PLANNING & ORGANISING SKILLS		Interview
Able to prioritise and organise work	E	
Able to work under pressure		
Able to lead on and develop service improvements		
Able to respond and learn for clinical incidents and		
disseminate learning		





PHYSICAL SKILLS		Interview
Shift work	E	
Night rotation		
OTHER		
Willingness to use technology to improve standards of care and support to our patients	E	Interview

# SUPPORTING BEHAVIOURS

To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.

- Kindness
- Respect
- Teamwork

## SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including
T Hysical Enort	103		duration and frequency
Working in		X	
Working in uncomfortable /		х	
unpleasant physical			
conditions			
Working in physically		х	
cramped conditions			
Lifting weights,		х	
equipment or patients			
with mechanical aids			
Lifting or weights /	х		Moving small equipment
equipment without			
mechanical aids			
Moving patients without	х		Patients up to 10 kgs
mechanical aids			
Making repetitive		х	
movements			
Climbing or crawling		х	
Manipulating objects		х	
Manual digging		х	
Running		х	
Standing / sitting with		х	
limited scope for			
movements for long			
periods of time			





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Kneeling, crouching,	х		Assisting breast feeding mothers	
twisting, bending or				
stretching				
Standing / walking for	х		Throughout a shift	
substantial periods of				
time				
Heavy duty cleaning		Х		
Pushing / pulling	х		Clinical procedure trolleys	
trolleys or similar				
Working at heights		Х		
Restraint ie: jobs		x		
requiring training /				
certification in physical				
interventions				
Mental Effort	Yes	No	If yes - Specify details here - including duration	
	103		and frequency	
Interruptions and the	х		Response to emergency situations	
requirement to change				
from one task to				
another ( give				
examples)				
	х		OIS or pureo training students	
Carry out formal student	X		QIS or nurse training students	
/ trainee assessments			O a fa su a sulla su in ta su a stia sa a	
Carry out clinical /	Х		Safeguarding interventions	
social care interventions				
Analyse statistics	Х		Audit data/outcomes	
Operate equipment /	х		Neonatal equipment eg monitors	
machinery				
Give evidence in a court	х		Occasionally	
/ tribunal / formal				
hearings				
Attend meetings	х		As chair or attendee	
(describe role)				
Carry out screening		х		
tests / microscope work				
Prepare detailed reports	х		For safeguarding purposes	
Check documents	Х	1	Recruitment	
Drive a vehicle	X		To attend meetings	
Carry out calculations	X		Medications and fluids	
Carry out clinical	~	x		
diagnosis				
Carry out non-clinical	х		For equipment	
fault finding	^			
Emotional Effort	Yes	No	If yes - Specify details here - including duration	
	162	NU	and frequency	
Processing (eg: typing /		X		
transmitting) news of		^		
<b>.</b>				
highly distressing				
events			Detenionation in netter the seconds:	
Giving unwelcome	Х		Deterioration in patient's condition	
news to patients /				
clients / carers / staff				
Caring for the terminally	х		Palliative	
ill			/bereavement care	





Dealing with difficult   x   Distressed parents/relatives     orcumstances   x   Support for team     Designated to provide emotional support to front line staff   x   Support for team     Communicating life x   To parents about their baby   changing events     Dealing with people with challenging behaviour   x   Parent's response to bad news     Arriving at the scene of a serious incident   x   aserious incident     Working conditions - does this post involve working in any of the following:   Yes   No     Inclement weather   x   Bodily fluids     Excessive temperatures   x   Occasionally hot     Uses ontinuosly   x   Bodily fluids     vibration   x   Soiled napples/dressings     Infectious Material / x   Soiled napples/dressings     Foul linen   x   Soiled napples/dressings     Foul linen   x   Deality     Distressed resonalizations   x   Soiled napples/dressings     Foul linen   x   Deality     Diffectious Material / x   Soiled napples/dressings     Foul linen   x   Deality     Diffectious flows in   x		1	1		
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	Physical behaviour				





The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

## **Job Profile Agreement**

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description			



