

## JOB DESCRIPTION

### JOB DETAILS:

Job Title:	Neonatal Unit Manager
Band:	7
Directorate:	Families
Department:	Maternity and Neonates
Base:	Somerset Neonatal Intensive Care Unit
Responsible for:	Operational Management of the Neonatal Service at Musgrove Park Hospital
Responsible to:	Neonatal Matron
JD updated:	September 2023

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





<b>PHYSICAL SKILLS</b> Shift work Night rotation	E	Interview
<b>OTHER</b> <ul style="list-style-type: none"> <li>Willingness to use technology to improve standards of care and support to our patients</li> </ul>	E	Interview
<b>SUPPORTING BEHAVIOURS</b>  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values. <ul style="list-style-type: none"> <li>Kindness</li> <li>Respect</li> <li>Teamwork</li> </ul>		

#### SUPPLEMENTARY INFORMATION

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



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



Dealing with difficult situations / circumstances	x		Distressed parents/relatives
Designated to provide emotional support to front line staff	x		Support for team
Communicating life changing events	x		To parents about their baby
Dealing with people with challenging behaviour	x		Parent's response to bad news
Arriving at the scene of a serious incident		x	
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		x	
Excessive temperatures	x		Occasionally hot
Unpleasant smells or odours	x		Bodily fluids
Noxious fumes		x	
Excessive noise &/or vibration		x	
Use of VDU more or less continuously		x	
Unpleasant substances / non household waste		x	
Infectious Material / Foul linen	x		Soiled nappies/dressings
Body fluids, faeces, vomit	x		Daily
Dust / Dirt		x	
Humidity		x	
Contaminated equipment or work areas		x	
Driving / being driven in <b>Normal</b> situations		x	
Driving / being driven in <b>Emergency</b> situations		x	
Fleas or Lice		x	
Exposure to dangerous chemicals / substances in / not in containers		x	
Exposure to Aggressive Verbal behaviour	x		Occasionally
Exposure to Aggressive Physical behaviour		x	



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 is Effective From:			

