

JOB DESCRIPTION

Paediatric Staff Nurse

ACCOUNTABLE TO: Head of Acute Paediatric Service's

RESPONSIBLE TO: Team Leader / Ward Manager

BAND: 5

CONTRACT: Permanent

HOURS: Full time

JOB SUMMARY:

The post holder will be responsible for the clinical care and treatments of children and young people as part of the paediatric team and includes working on the Paediatric Unit including Children's ward, CAU, Adolescent ward, HDU and Paediatric day surgery. Flexibility of working hours over a 4-week period is a requirement of the post including days/nights/twilight.

The post holder is to provide efficient, effective research based nursing care that meets the needs of children and families as the post holder develops in line with the key skills framework he/she may act as an area or shift leader and assist with operational day to day workload of their team, ensuring standard of nursing care are a high level and subject to agreed Trust Policies/Procedures and Patient Group Direction.

The post holder may be required to participate in meetings and be involved in implementing appropriate action plans. As a more senior band five nurse the post holder may, as need arises and in accordance to experience, competency and development, be required to act as the bleep holder for the Paediatric Unit.

Working within and adhering to the Nursing and Midwifery Council (NMC) Code and standards of practice, including evidence portfolio for revalidation purposes.

Communicating effectively, and working collaboratively with clinical colleagues and external agencies to ensure the delivery of a coordinated, multidisciplinary and multi-agency service.

1. Leadership and Professional Responsibilities

- 1.1 Maintain registered with the Nursing and Midwifery Council (NMC) or Health Professions Council (HPC), acting in accordance with Code of Professional Conduct and relevant standards of practice.
- 1.2 Keep up to date with practice development and professional issues, and support staff, for which the post holder has responsibility to do the same.
- 1.3 Contribute to the improvement and maintenance of good working relationships and effective joint working both internal to the organisation and externally with partners.
- 1.4 Participate/carry out in appraisals of more junior staff, clinical and safeguarding supervision.
- 1.5 Ensure the team provide consistently high standards of care to patients seen by the service which is evidence based, and in accordance with national/local clinical practice guidelines. Take a lead role for at least one area of practice.
- 1.6 Assist with teaching of staff and parents in the management of their child's condition.

2. Quality Standards / Corporate Governance

- 2.1 Promote and develop clinical governance within the team and assist with the development of clinical audit and clinical risk.
- 2.2 Undertake Risk assessments and assist the Team Leader/Ward Manager in undertaking complex risk assessments of the clinical area and clinical practice, and support the implementation of any actions required locally to minimise risk.
- 2.3 Complete all statutory and mandatory training as stipulated by the organisation, including regular updates of clinical skills and equipment training to maintain competencies.

3. Organisational Responsibilities

- 3.1 Ensure that the activity in the clinical area is prioritised and provided within the resources available. Use electronic systems to record activity where available.
- 3.2 Work collaboratively with team leader/ward manager colleagues to ensure Trust wide and Divisional objectives are met.
- 3.3 Under guidance of senior staff communicate complex and sensitive information effectively and collaboratively with partner agencies and professionals in health, social services, education and the voluntary sector to ensure the protection of vulnerable adults/ children.

4. Management and Responsibility for Human Resources

- 4.1 Attend meetings/ events as required by the Team Leader/Ward Manager and provide feedback, including safeguarding meetings.
- 4.2 Under guidance of senior staff contribute to staffs induction, following Trust guidelines, relevant to their area of work including attending the Trust Induction Programme.
- 4.3 Ensure health care assistants are appropriately supported and receive training appropriate to carry out their role, training updates/ assessments of competencies.

5. Clinical Responsibilities

- 5.1 Carry out individual assessments of patients/ clients, care/treatment options are clearly agreed and documented, recommendations and outcomes are clear and management plans are in place. Regularly update plans or reassess following interventions. Records kept electronically where available.
- 5.2 Ensure that consistently high standards of care are provided to patients, which is evidence based, and in accordance with national/ local clinical practice guidelines.

- 5.3 Plan, implement and deliver clinical updates/professional practice training to team members as needed.
- 5.4 Provide information to senior staff on complex cases within the team, and contribute towards ensuring appropriate systems are in place for the management, service and maintenance of equipment. Including carrying out Health Needs Assessments and providing assurances of regular equipment checks and servicing for equipment supplied to children and young people.
- 5.5 With support prepare and present clinical reports, if/ as required, at relevant social services, educational and health case conferences (including child protection cases).
- 5.6 To assess and advise patients on the treatment and management of their disease in accordance with clinical protocols.
- 5.7 To administer a limited number of drugs in accordance with Patient Group Directions/Prescription charts.
- 5.8 To be knowledgeable about a broad range of children's conditions and to be fully aware of medical treatments and current research trials, relevant to work area.
- 5.9 To assist in the implementation of assessment tools that will ensure an appropriate level of nursing intervention so the patients who present with the most complex needs are referred to the appropriate team member.
- 5.10 To act as patient advocate when appropriate and respecting patient confidentiality and privacy with respect for diverse cultural backgrounds and requirements.
- 5.11 To monitor own caseload to ensure it is managed safely and effectively and request clinical support when required.

- 5.12 To refer children and young people on to other agencies as necessary. Implement a transition programme and fully involve young people in that process.
 - 5.13 To ensure that children nursed at home have the appropriate support and equipment to enable them to live as independently as possible. Including assurances that equipment is regularly checked and serviced.
 - 5.14 Promote the Healthy Child Programme through liaison and working with Universal Children's services.
 - 5.15 Contribute to audits, patient feedback and activity data. Provide evidence for contractual requirements.
 - 5.16 To provide support to children, young people and their families throughout their condition and disability including contributing to a 24/7 palliative care service as required.
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6 . Other Duties

- 6.1 Deputise, when required, for the Team Leader/Ward Manager at relevant meetings, and provide the necessary feedback.

The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take account of changing circumstances or requirements following consultation with the post holder.

Where necessary relevant training in the operation of new or unfamiliar equipment, software or procedures will be provided or arranged.

CONFIDENTIALITY

In the course of your duties you may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. The Trust has in place a 'Whistleblowers Policy' for staff wishing to express concerns.

DATA PROTECTION/FREEDOM OF INFORMATION ACTS

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

HEALTH AND SAFETY AT WORK ACT, 1974

Observe all responsibilities and carry out all duties, whether general to all employees or specific to the post, relating to Health and Safety in accordance with the Trust and Departmental Safety Policies and any statutory requirements.

INFECTION PREVENTION AND CONTROL

Infection prevention and control is the responsibility of all Trust staff. All duties relating to the post must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

QUALITY ASSURANCE

Every employee is personally responsible for the quality of the work, which they individually perform. It is their duty to seek to attain the highest standards achievable both individually and collectively within their knowledge, skills and resources available to them in furtherance of the Trust's philosophy of pursuing quality in all its services.

EQUALITY AND DIVERSITY

It is the responsibility of all employees to support the PCT's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the PCT's Equality and Diversity Strategies and Policies.

INFORMATION GOVERNANCE

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

If you have other work or outside interest, this must not conflict with your duties and responsibilities or your attendance for work as an employee of this Trust. It is a condition of appointment that you must inform your manager before taking up post of any private practice, work for outside agencies or other employers, other work for this Trust (including bank work), voluntary work or outside interest you have or propose to have. This is to ensure there is no question of it creating a 'conflict of interest' with your NHS duties. You must also therefore seek your manager's approval before taking on any such other work or outside interest at any time after entering the Trust's employment.

WORKING TIME DIRECTIVE

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

CLINICAL NEGLIGENCE (CLINICAL POST HOLDERS ONLY)

NHS Indemnity will cover that part of your work, which results from your contract of employment. Aspects, which are not covered, will be explained to you at induction and

you are advised to make other arrangements to protect yourself in respect of work deemed to be outside of your contract.

HARASSMENT AND BULLYING

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

EQUAL OPPORTUNITIES

The Trust actively promotes equality of opportunity for all its employees. (In all the foregoing text any reference to one gender whether direct or implied equally includes the opposite gender unless specifically stated to be otherwise).

FIRE TRAINING

Each member of the Trust's staff has a statutory obligation to attend a Fire Lecture each year. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

SMOKEFREE POLICY

In line with the Department of Health guidelines, the Trust operates a strict smoke free policy.

DISCLOSURE/CRIMINAL RECORD (CRB)

This post will be subject to an enhanced disclosure under the CRB.

TERMS AND CONDITIONS

The terms and conditions for the post are those set out in the Agenda for Change: NHS Terms and Conditions of Service Handbook. Trust Policies and Procedures will a/so apply to your contract of employment.

DURATION OF APPOINTMENT

The appointment is permanent.

HOURS OF DUTY

Hours are as detailed within your contract of employment, excluding meal breaks.

SALARY

The basic rate of pay for full-time working in this post will be within the Agenda for Change Pay Band 5. Pay progression is subject to satisfactory performance and demonstration of the agreed knowledge and skills appropriate to that part of the pay band or range. All pay bands include Foundation and Second Gateways where assessment of the application of knowledge and skills necessary for pay progression will be made.

ANNUAL LEAVE AND GENERAL PUBLIC HOLIDAYS

Full-time staff who work standard shifts (i.e. each shift is 1/5th of full-time hours) are entitled to 27 days annual leave increasing to 29 days after 5 years and 33 days after 10

years service, plus 8 general public holidays, based on working a 5 day week. Whether full-time or part-time, annual leave and general public holiday entitlements will be calculated in hours.

SICK PAY SCHEME

The NHS Terms and Conditions of Service are in operation and are dependent upon length of service.

NHS PENSION SCHEME

The post is superannuable unless you opt out of the National Health Service Scheme or are ineligible to join. The employee's contribution is currently 6% and the employer's is 14%.

TRAVEL

Staff who use their privately owned motor vehicle on official Trust business, are required to maintain a policy of insurance covering the use of the vehicle for official business purposes

Travel expenses will be paid in line with the Trust Policy in force at the time

NOTICE

Termination of employment is subject to 12 weeks notice, in writing from the employee. The trust shall be required to give such notice of termination to the employee as is in accordance with the Trust's terms and conditions (This will vary with length of service).