

## JOB DESCRIPTION

### 1. Job Details

|                        |                                                    |
|------------------------|----------------------------------------------------|
| <b>Job title</b>       | Registered Nurse (Child)                           |
| <b>Job grade</b>       | Band 5                                             |
| <b>Hours</b>           | Full or Part Time hours available                  |
| <b>Reports to</b>      | Ward Sister                                        |
| <b>Division</b>        | Women and Children's                               |
| <b>Department/Area</b> | Children and Young people's outpatients department |
| <b>Location</b>        | Kings Mill Hospital                                |

### 2. Job Purpose

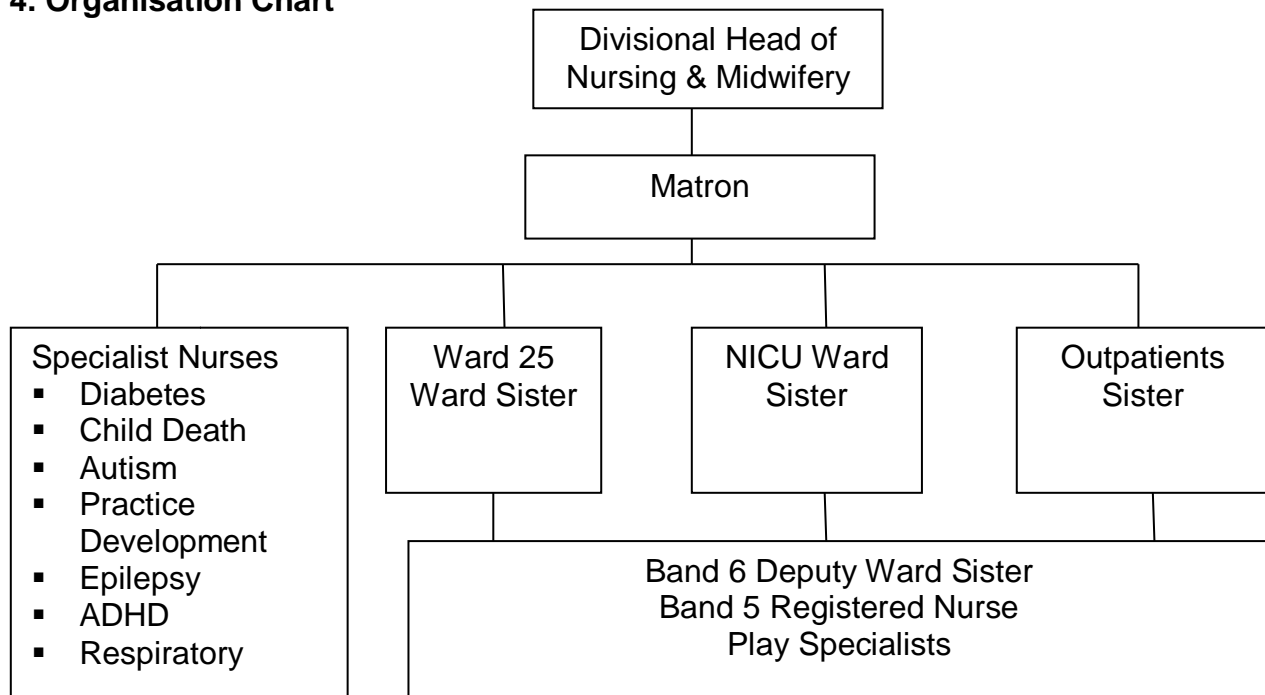
To work as a Registered Nurse in support of the Department Sisters in providing high standards of holistic child and family care, based upon the individual assessment of each child.

The provision of family centred-care is central to our nursing care philosophy and we embrace the concept of working in partnership with our patients and their families. We value a team approach in delivering care to children, young people and their families and it is anticipated that you will care for children and young people whilst working collaboratively with the multi-agency team.

### 3. Role of the Department

To contribute to the continued development and implementation of local and national strategies around children's services that deliver patient focussed care through appropriately managed integrated pathways in a modern, safe and friendly environment within the Trust, and working collaboratively within a multi-agency arena across the health community.

#### 4. Organisation Chart



#### 5. Key Result Areas

1. Maintain High standards of Professional Practice to ensure quality and safety of patient care, experience and the patient journey.
2. Demonstrate knowledge and skills required for the clinical area
3. Demonstrate effective communication skills both written and verbal with children and their families and with the multidisciplinary team.
4. Provide child and family care to agreed standards, philosophies, policies and procedures.
5. Create and maintain accurate and legible records of care provided to children and their families.
6. Participate fully as a team member, sharing knowledge and information, supporting colleagues to promote a cohesive ward team in the achievement of team and organisational objectives.
7. Adhere to unit procedures for the use of supplies and equipment in order to promote the effective use of resources.
8. Maintain, update and develop personal and professional knowledge and skills enabling standards of patient care to be continuously improved.
9. Participate in audit within the professional sphere.
10. Assist the Outpatients Sister in formulation of action plans and implementation of new practices or changes to practice and policy.
11. Act as mentor to assist and support Student Nurses in achieving learning objectives.

12. Contribute to the development and maintenance of a positive learning environment for colleagues, children and families.
13. Participate in Trust education and development opportunities relating to Safeguarding Children.
14. Develop and maintain a professional portfolio in accordance with NMC guidelines
15. All employees have an individual responsibility to have knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements in the Infection Control Policy.
16. To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.
17. Ensures the significance of data relating to the child's condition and progress is interpreted and acted upon.

## **6. Physical and Mental Skills**

- Frequent manual handling involved in patient care and movement of equipment
- Use of complex medical equipment including the use of intravenous infusion pumps
- Required to have manual dexterity in handling small babies and young children
- Required to give injections
- Use of PC available in clinic area - keyboard skills are an advantage
- Use of effective communication to children and families and within the wider multidisciplinary team.
- Ability to provide written and oral reports relating to patient care
- A combination of walking standing and sitting on most shifts.
- Will encounter patients and relatives in often distressing and challenging situations.

## **7. Responsibilities of the Post Holder**

- Be fully aware of personal behaviour, attitudes and emotions to ensure good performance at work
- Report any accidents or incidents to line manager therefore allowing lessons to be learnt through the clinical governance route.
- The post holder has no budgetary control but cost consciousness is required
- Ensure that Trust policies and procedures are adhered to at all times.
- Participate in Trust performance appraisal system
- Recognises the diverse needs of children and their families
- Acts as an advocate on behalf of children and relatives, ensuring interest, rights and privacy of children and their families are respected.

## **8. Freedom to Act**

- Directly accountable to the Department Sister, responsible to the Matron
- Required to work with and supervise Student nurses, Care Assistants and Housekeeper.
- Bound by the NMC professional code of conduct.
- To adhere to all Trust policies and procedures

## **9. Physical, Mental and Emotional Effort Required**

- Work within a team setting, and be supported by senior colleagues in complex, sometimes highly emotional (breaking bad news, bereavement care) situations supporting child and family care.
- Provide clinical care within the children's unit , responding as a team member in emergency situations
- The post holder will be required to sustain frequent periods of concentration through periods where the work pattern may be unpredictable.

## **10. Outline of Working Conditions**

- Work within a clinical team within a children's outpatients environment
- The post holder will be frequently exposed to uncontained bodily fluids.
- You may be required to cover twilight clinics and weekends.
- Required to comply with Trust standards of dress and uniform policy
- The post holder may be exposed to verbal aggression and confrontation from the public

# Sherwood Forest Hospitals NHS Trust

## Person Specification

### Post of - Staff Nurse band 5

| Attribute                                            | Essential                                                                                                                                | How Identified   | Desirable                                | How Identified |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------|----------------|
| <b>Knowledge Requirements</b>                        | Well developed knowledge of paediatric nursing issues<br><br>Ability to demonstrate the required behaviour in keeping with Trust values. | A, I<br><br>A, I |                                          |                |
| <b>Qualifications- Academic/ Craft/ Professional</b> | RN child, RSCN                                                                                                                           | A                | Teaching qualification (ENB 998, D32/33) | A, I           |
| <b>Further Training</b>                              | Safeguarding children                                                                                                                    | A, I             | Clinical supervision                     | A, I           |
| <b>Experience</b>                                    | Previous experience of children's services<br><br>Experience of audit and research                                                       | A, I<br><br>A, I |                                          | I              |
| <b>Contractual Requirements</b>                      | Should be willing to work flexible hours on occasion                                                                                     | A, I             |                                          |                |



### **Job Description Agreement**

Job Holder's Signature ..... Date .....

Line Manager's Signature ..... Date .....

**Women and Children's Services August 2011**  
**A4C Band 5**

# FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST

Title of Post      Registered Nurse

October 2005

| NHS KSF DIMENSIONS                                                                                  |                  | Level for post |   |   |   |                                          |
|-----------------------------------------------------------------------------------------------------|------------------|----------------|---|---|---|------------------------------------------|
|                                                                                                     | Needed for post? | 1              | 2 | 3 | 4 | Notes                                    |
| <b>CORE DIMENSIONS</b><br>-relates to all NHS posts                                                 |                  |                |   |   |   |                                          |
| 1 Communication                                                                                     | Y                |                | X | X |   | All indicators level 3 by second gateway |
| 2 Personal and people development                                                                   | Y                |                | X | X |   | All indicators level 3 by first gateway  |
| 3 Health, safety and security                                                                       | Y                |                | X |   |   | All indicators by first gateway          |
| 4 Service improvement                                                                               | Y                | X              | X |   |   | All indicators level 2 by first gateway  |
| 5 Quality                                                                                           | Y                |                | X | X |   | All indicators level 3 by second gateway |
| 6 Equality and diversity                                                                            | Y                | X              |   |   |   |                                          |
| <b>SPECIFIC DIMENSIONS</b>                                                                          |                  |                |   |   |   |                                          |
| <b>HEALTH AND WELLBEING</b>                                                                         |                  |                |   |   |   |                                          |
| HWB1<br>Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing |                  |                |   |   |   |                                          |
| HWB2<br>Assessment and care planning to meet people's health and wellbeing needs                    | Y                |                | X | X |   | All indicators level 3 by second gateway |
| HWB3<br>Protection of health and wellbeing                                                          | Y                | X              |   |   |   |                                          |
| HWB4<br>Enablement to address health and wellbeing needs                                            |                  |                |   |   |   |                                          |
| HWB5<br>Provision of care to meet health and wellbeing needs                                        | Y                |                | X | X |   | All indicators level 3 by second gateway |
| HWB6<br>Assessment and treatment planning                                                           |                  |                |   |   |   |                                          |
| HWB7<br>Interventions and treatments                                                                |                  |                |   |   |   |                                          |
| HWB8<br>Biomedical investigation and intervention                                                   |                  |                |   |   |   |                                          |
| HWB9<br>Equipment and devices to meet health and wellbeing needs                                    |                  |                |   |   |   |                                          |
| HWB10<br>Products to meet health and wellbeing needs                                                |                  |                |   |   |   |                                          |



| NHS KSF DIMENSIONS                         | Needed for post? |   | Level for post |   |   |                                              |
|--------------------------------------------|------------------|---|----------------|---|---|----------------------------------------------|
|                                            |                  | 1 | 2              | 3 | 4 | Notes                                        |
| <b>ESTATES AND FACILITIES</b>              |                  |   |                |   |   |                                              |
| EF1<br>Systems, vehicles and equipment     |                  |   |                |   |   |                                              |
| EF2<br>Environments and buildings          |                  |   |                |   |   |                                              |
| EF3<br>Transport and logistics             |                  |   |                |   |   |                                              |
| <b>INFORMATION AND KNOWLEDGE</b>           |                  |   |                |   |   |                                              |
| IK1<br>Information processing              |                  |   |                |   |   |                                              |
| IK2<br>Information collection and analysis |                  |   |                |   |   |                                              |
| IK3<br>Knowledge and information resources |                  |   |                |   |   |                                              |
| <b>GENERAL</b>                             |                  |   |                |   |   |                                              |
| G1<br>Learning and development             | Y                | X |                |   |   | All indicators level 1 by the second gateway |
| G2<br>Development and innovation           |                  |   |                |   |   |                                              |
| G3<br>Procurement and commissioning        |                  |   |                |   |   |                                              |
| G4<br>Financial Management                 |                  |   |                |   |   |                                              |
| G5<br>Services and project management      |                  |   |                |   |   |                                              |
| G6<br>People management                    |                  |   |                |   |   |                                              |
| G7<br>Capacity and capability              |                  |   |                |   |   |                                              |
| G8<br>Public relations and marketing       |                  |   |                |   |   |                                              |

## Notes