

## **OPERATIONAL SERVICES**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

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JOB TITLE: Children's Bladder and Bowel Nursing Associate

BAND: Band 4

REPORTS TO: Children's Bladder and Bowel Nurse

BASE: Wayside

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#### **JOB SUMMARY**

The main focus of the Children's Bladder and Bowel team is to support children and young people with bladder and or bowel dysfunction within a community setting.

To work in collaboration with Community Children's Nursing Team, Special School Nursing, universal services including health visiting and school nursing, education, acute services, social care, and Allied Health Professionals, to ensure quality service delivery using local and national guidelines for continence. Working together to develop a comprehensive and integrated Continence service for children and young people (CYP) in Coventry and Warwickshire.

To perform continence re-assessments for CYP with bladder and/or bowel symptoms in a range of school, community, and clinic settings. To use clinical reasoning skills and re-assessment techniques to provide an accurate diagnosis of their condition.

To have continuing responsibility for the assessment, implementation, and evaluation of health care programmes for CYP within a defined caseload.

To provide clinical leadership to non-registered clinicians in the management of bladder/bowel dysfunction and provide clinical advice/support to CYP/Parents/carers



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**Integrity**



**Collaboration**



**Compassion**

The Nursing Associate has a breadth of knowledge across the lifespan and fields of nursing, providing holistic and patient centred care across all settings. Nursing Associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to their area of employment and will work to the NMC Code of Conduct.

They will:

- Work as a member of the multi professional team providing clinical care to patients as delegated by the Registered Nurse or registered health care professional.
- Ensure a high standard of patient centred care;
- Promote self-management of health needs and adopt a positive risk based care approach;
- Complete relevant forms of care, under the direction of a Registered Nurse.
- Nursing Associates can assist in the delivery of care to children and young people, with a combination of multiple chronic conditions, mental health issues, medication related problems and social vulnerability (defined as complex care).

The following list is indicative as tasks and responsibilities will vary depending on the care setting the Nursing Associate is working in:

- Demonstrate understanding of all elements of the nursing process and be able to assist the Registered Nurse in the on-going assessment, planning, management and evaluation of care.
- Support children and young people with all aspects of care including activities of daily living, providing patient centred care and promoting health and independence through awareness raising to other professionals as appropriate.
- Perform and record clinical observations.
- Undertake clinical tasks appropriate to competence and setting.
- Accurately record nutritional and fluid intake.
- Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate.
- Report back and share information with the Registered Nurses on the condition, behaviour, activity and responses of children and young people.



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- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals.
- Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being delivered.
- Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of children and young people and families.
- Assist in the delivery of complex care as prescribed by the Registered Nurse.
- Demonstrate understanding of caring for children and young people with complex needs.
- Demonstrate skills in relation to coaching/teaching children and young people/carers/other staff.
- Assist with the development, implementation and monitoring of clinical standards and outcomes.
- Develop a working knowledge of other providers' resources and referral systems to ensure patients' needs are met, within parameters of practice.
- Demonstrate good understanding of principles of consent.
- Communicate with children and young people, carers, professional colleagues and the voluntary and charitable sector to ensure seamless care is achieved. Ensure documentation and records are maintained in accordance with Trust policy.
- Communicate with children and young people and their families regarding sensitive situations and conditions which may include safeguarding aspects.
- Signposting children and young people and their families to services which may be of benefit to their wellbeing, promoting community connections and make best use of local assets.
- To administer medications in accordance with NMC code and Trust policies.

The post holder will adhere to all organisational systems and processes. The post holder will contribute to the organisation of workload under the supervision of a senior team member. The post holder will contribute to service development. The post holder will be required to support the services need for flexibility to deliver optimal patient care. The post holder will be required to undertake delegated responsibilities as and where appropriate.



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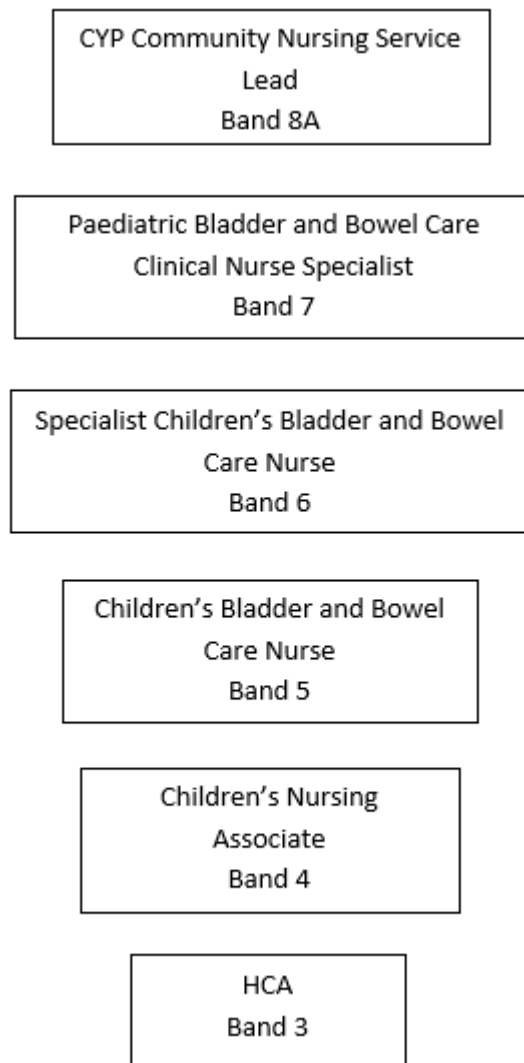
Collaboration



Compassion

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## ORGANISATIONAL CHART



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## Organisational Values:



JE 230196 / 23 February 2024

## **Communication**

- To engage in positive relationships with children and young people/carers/families and other staff based on respect and within appropriate boundaries.
- To act in a professional capacity at all times.
- To be able to assist in the management of complex situations and issues referring to high expressed emotion from children and young people and families into appropriate channels eg., direct them to senior member of staff on the ward or duty nurse.
- To be able to set therapeutic limits with children and young people, carers or relatives.
- To be able to communicate with the children and young people about care planning risk assessment needs.
- Communicate complex and sensitive information verbally and in writing.
- Actively contribute during handovers to meet the care needs of children and young people.
- Actively contribute to staff meetings.
- To be able to confidently and accurately convey children and young people information in the role of an associate nurse in MDT- meetings.
- In consultation with the children and young people, act as an advocate at MDT meetings and support them in meetings with other agencies.
- To be able to articulate an understanding of MDT structures and members roles; including the process.
- To formulate care plans and risk assessments under the supervision of registered staff.
- To document and record notes in line with local policy and procedures and standards.
- To communicate risk issues as they arise to ensure safe care.
- To communicate concerns relating to children and young people behaviour or mental state to other members of the multidisciplinary team and accurately record these observation and interventions in patient records.

## **Knowledge, Training and Experience**

- Demonstrate an ability to complete ongoing monitoring charts.
- Following assessed competence, undertake enhanced physical interventions i.e intermittent catheterisation
- To contribute, evaluate and re-evaluate care following a full assessment by a Registered Nurse.
- Is able to identify unsafe practice and respond appropriately.



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- Demonstrates awareness of all clinical/security policies relevant to practice in the clinical area.
- To understand security requirements and be able to operationalise this into everyday clinical practice.
- Demonstrate service specific local competency framework.

### **Analytical and Judgemental Skills / Freedom to Act**

- With the support from the Registered Nurse, contribute to the assessment and management of risk associated with the working environment ensuring appropriate Trust policies and procedures are followed accordingly.
- Demonstrate an ability to use a range of therapeutic techniques when dealing with patients with challenging and unpredictable needs.
- To understand the concept of verbal and non-verbal communication and be able use the skills at the desired level.
- Has an understanding of risk behaviours and risk management.
- Understanding of the incident reporting, serious untoward incident reporting and risk assurance framework.
- Work as a Bladder and Bowel Nursing Associate re- assessing children and following discussion with and guidance from the band 5 Nurse deciding on best course of treatment and measuring outcomes.

### **Planning and Organisational Skills**

- Work as a supervised Children's Nursing Associate, implementing and re-evaluating care to patients.
- Effectively support the Registered Nurse with children and young people care as necessary on a shift-by-shift basis and document care in the patient notes.
- Can facilitate/co-facilitate group activities that focus on health promotion or social activity.

### **Physical Skills**

- Utilise manual handling techniques and equipment that is suitable for the task and in line with Trust policy on manual handling and lifting,
- Ability to be trained in physical intervention techniques, dependent on clinical area.
- There will be some IT use including e-mail, word processing and intranet /internet access.



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## **Responsibility for Patients / Clients**

- Provide practical assistance to children and young people in tasks promoting health and social wellbeing.
- Assist in the delivery of therapeutic/health promotion groups and activities for children and young people.
- Assist in the delivery of health promotion activities for individual children and young people and groups of patients.
- Take an active part in team discussion and decisions relating to children and young people care and treatment and ensure these are carried out or reviewed as required.
- When required carry out increased observations as per Trust policy.
- Ability to raise equality and diversity issues and concerns and report appropriately.
- To keep up to date with relevant areas of clinical practice.
- To carry out home visits, identifying any issues or concerns with Band 5 Nurses, Team Leader or Community Children's Nurses as appropriate.

## **Policy and Service Responsibilities**

- Be responsible for adhering to Trust policies and procedures.
- Be aware and have a working knowledge of all clinical policies relating to practice.
- Promote and support the development of band 2 and 3 colleagues through involvement in education and work-based coaching.
- Identifying and communicating to senior colleagues how health, safety and security can be improved within the ward and throughout the service.
- To follow instructions from the Registered nurse including redeployment to another part of the service whenever requested.
- To understand the key performance requirements of the service.

## **Responsibility for Financial and Physical Resources**

- Follow Trust and local procedure on handling patient money and valuables.
- Use of resources available in appropriate manner.
- To monitor the safe and effective use of all equipment and the appropriate use of supplies acting on and resolving any concerns that arise.

## **Responsibility for Staff**

- Support junior and new members of the team.
- Participate in staff support groups/team away days.
- Engage in management supervision with line manager or designated deputy.
- Delegates tasks to band 2 and 3 colleagues.



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- Be supportive to students & all learners placed in the service.

### **Responsibility for Information**

- Documents care delivered to the required standard in the patient's health care records. Maintain notes that are contemporaneous and in line with Trust policy.
- Ensure patient records comply with issues relating to confidentiality and safe storage.
- Be able to use the email system in line with Trust and local policy and procedure.

### **Research and Development**

- Complete audit as delegated by the Registered Nurse and / or line manager.

### **Physical Effort**

- Ensure up to date with mandatory training.
- Work in patients' homes, community bedded facilities, clinic and office settings which may result in working in confined spaces.
- A mixture of standing, sitting and walking is required on a daily basis
- Driving on a daily bases

### **Mental Effort**

- Respond to emergency situations as they occur and be prepared to act as support where necessary.

### **Emotional Effort**

- Work frequently and autonomously in distressing, challenging and emotionally demanding situations requiring mental effort to undertake duties effectively
- Deal sympathetically and compassionately with people accessing the service on a daily basis
- Be comfortable with reading and hearing a range of potentially distressing material as and when it happens
- Dealing with distressed and frustrated staff and patients/carers
- Support relationships with families in understanding the patients specific health needs.



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## **Working Conditions**

- Ability to drive vehicle for business use with Coventry area on a daily basis and regionally occasionally
- Be required to oversee and comply with Trust policy in relation to infection control, which includes hazardous waste, hand washing and disposal of sharps.
- Be required to work in an agile manner in response to the needs of the service.
- Be regularly required to use a computer.
- May be regularly exposed to unpleasant working conditions i.e. physical aggression, bodily fluids, unpleasant odours.

## **OTHER DUTIES**

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.
2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the workplace.
6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.



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## **Safeguarding Children and Adults**

All Trust staff has a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures

and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

## **Confidentiality**

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

## **Data Protection Act (GDPR)**

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

## **Infection Control**

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

## **Environmental issues**

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.



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**Compassion**

Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

Manager's Name:



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JE 230196 / 23 February 2024

## Person Specification

**JOB TITLE:** Nursing Associate Band 4

		HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 - Low 2 - Medium 3 - High
Coventry and Warwickshire Partnership Trust Values	Demonstrable ability to meet the Trust's Values   Respect  Excellence  Integrity  Collaboration  Compassion	A/I	3
QUALIFICATIONS	Registered Nursing Associate with current NMC Registration	A/I	3
	Nursing Associate Foundation Degree	A/I	3



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<b>KNOWLEDGE &amp; SKILLS</b>	Knowledge and understanding of how children and young people grow and develop.	A/I	3
	Knowledge of bowel and bladder dysfunction, or willingness to gain.	A/I	3
	Knowledge and understanding of safeguarding policy and practice for children, young people and vulnerable adults. Able to demonstrate professional curiosity.	A/I	3
	Excellent written communication skills	A	3
	Excellent verbal communication skills with children young people and their families and colleagues in the MDT	I	3
	Effective organisational and delegation skills	I	3
	Ability to demonstrate and apply understanding of policies, procedures and clinical pathways	I	3
	Ability to demonstrate and apply understanding of Equal Opportunities	I	3
	Ability to demonstrate and apply understanding of confidentiality	I	3
	Ability to demonstrate and apply problem solving skills to a variety of situations.	I	3



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<b>EXPERIENCE</b>	Experience of working with children and families in a statutory or voluntary health, educational or social care setting.	A/I	3
	Experience of working in the community	A/I	2
	Evidence of continuing professional development	A	3
	Experience of working independently under the guidance of a registered nurse	A/I	3
	Experience of delivering training programmes to individuals and/or groups; including both patients and their families and fellow professionals.	A/I	2



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<b>PERSONAL ATTRIBUTES (not covered by Values)</b>	Reliable	A/I	3
	Enthusiastic	A/I	3
	Punctual	A/I	3
	Self motivated	A/I	3
	Ability to work on own initiative	A/I	3
	Engaging, open and honest	A/I	3
	Personal resilience	A/I	3
	Able to demonstrate a non judgemental and empathetic approach to patients.	A/I	3
	Ability to work as part of a team and able to accept direction and leadership in carrying out duties.	A/I	3
	Ability to motivate others	A/I	3
	Demonstrate ability to resolve conflict	A/I	3
	Demonstrate effective time management	A/I	3
	Ability to maintain professional boundaries	A/I	3
<b>OTHER (Please specify)</b>	Disclosure and Barring Service (DBS) to an enhanced level.	A/I	3
	Special requirements attached to the post – eg. travelling, working in an agile manner, working unsocial hours, mobility etc.	A/I	3



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	<p>Car owner/driver, or suitable alternative transport to enable you to undertake the job - and be prepared to be insured for business use. (It is unlikely that public transport will meet this requirement). If necessary, adjustments can be considered in accordance with the Disability Discrimination Act</p> <p>Able to work to flexibly to ensure Seven day service delivery</p>	<p>A+I</p> <p>I</p>	<p>3</p> <p>3</p>
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