
Job Description

Job Title: Neonatal Nurse

Grade: Band 6

Reports To: SCBU - Ward Manager

Accountable To: General Manager for Women & Children Division

Job Purpose:

To lead and co-ordinate the team to maintain and deliver a high standard of family integrated care to all babies and their families in accordance with the ward philosophy. To ensure maintenance of quality services and operational systems at all time and deputise ward manger in their absence.

Organisation Chart:



Key Result Areas:

Clinical Duties

- Promote a baby focused, family centred ward environment at all times
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- Promote family involvement in care planning, ensuring parents and carers are kept informed of treatment and progress, together with any necessary family education
- Sound knowledge of local & national Child Protection procedures
- Provide clinical leadership for ward teams in order to facilitate a high standard of evidence based individualised nursing care from admission to discharge.
- Provide clinical leadership for the care of high dependency and Intensive care babies during the acute phase and when stabilised.
- Liaise with other Neonatal centres and Community teams to provide effective shared care as required.
- Act as a resource providing clinical information for other areas, throughout the organisation where children are treated.
- Act as advocate for all inpatient babies and ward attenders
- Act as key worker as required to provide specific expertise & leadership in identified areas
- Provide telephone advice for parents requesting information and support

Management & Leadership

- Contribute to the planning, monitoring and control of Ward resources, assisting the Ward Manager to keep expenditure within budgets.
 - Assist the Ward Manager to optimize nursing resources by even distribution of staff annual leave and matching skill mix to workload.
 - Provide information and advice for action towards achieving Organisational objectives
 - Attend Ward, Divisional and Corporate meetings on behalf of Ward Manager, as required, in order to disseminate information up and down the Divisional line management structure
 - Assist the Ward Manager to collect and organise ward information for incorporation into the divisional service plan
 - Contribute to the recruitment and selection of quality staff for the Ward, identifying future job requirements for profiling to complement the Ward teams.
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- Contribute to the planning, organisation and evaluation of work, ensuring excellent induction of new staff including effective Preceptorship for newly qualified nurses, nurses new to the area, and mentorship for student nurses on Ward placement
- Create, maintain and enhance productive working relationships within and outside the Ward, by minimising unproductive conflicts and promoting positive team working. Inform the ward manager of unresolved and potential problems.
- Manage all Neonatal bed related issues, liaising with the Maternity department, and other Neonatal units as necessary
- Knowledge of current NHS priorities

Education & Development

- Attend annual IPR and complete a personal development plan, with agreed learning objectives.
- Responsible for own personal and professional development and assist the Ward manager in the development of junior staff as required.
- Attend relevant internal and external training days in accordance with ward training plan
- Contribute to the development of teams, individuals and self to enhance performance.
- Facilitate staff development to achieve ward objectives using the principles of IPR and PDP. Monitor staff performance and report progress to the Ward Manager at regular intervals
- Knowledge of current health care related developments, ensuring that nursing practice is up to date, evidence based and cost effective.

Clinical Governance

- Ensure National and Safeguarding Children guidelines are adhered to at all times
 - Investigate complaints and untoward incidents in accordance with Trust policies and procedures. Provide accurate, timely and professional statements. Support the Ward Manager in improving systems to prevent recurrence.
 - Undertake audits as required to facilitate the maintenance and improvement of patient care.
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- Review the standard of Ward nursing documentation at regular intervals
- Review Neonatal policies and procedures at regular intervals, ensuring they are evidence based.
- Maintain services to meet contract and quality standards, take corrective actions and inform the ward manager of unresolved problems
- Ensure staff compliance of Trust policies and procedures. Undertaking counseling as appropriate and report difficult cases to the Ward Manager for further action
- Responsible for own professional registration and assist the Ward Manager in ensuring that all qualified nurses have valid NMC Registration and practice in accordance with the NMC code of professional conduct, and in addition have enhanced DBS clearance.
- Ensure Health and Safety guidelines are adhered to within the ward environment at all times

General Items:

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to

cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second hand smoke.

For Band 6 and above

Ensure that the Trust Smoke Free Policy is adhered to and that staff, patients and visitors are signposted to smoking cessation services.

Identify any appropriate support or interventions for staff to support their wellbeing.

To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To accept responsibility for the provision of effective infection prevention and control within the Trust in liaison with the Trust's Infection Control Team.

To act as a role model in applying good infection control practice and ensures compliance with all Infection Control policies.

To promote and demonstrate implementation of the Trust's Carbon Management strategy and policy, ensuring team members are fully aware of the policy and are contributing to this.

To promote and demonstrate commitment to implementing a safe culture throughout the Trust and to undertake all reasonably practical measures to ensure the health, safety and welfare of all staff, patients and visitors.

This job description is subject to review at any time in consultation with the post holder.