# JOB DESCRIPTION

## JOB DETAILS:

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| Job Title: | Senior Staff Nurse – Neonatal ICU |
| Band: | Band 6 |
| Directorate: | Families Directorate |
| Department: | Maternity Department |
| Base: | Somerset Neonatal Intensive Care Unit |
| Responsible for: | Nursing and Support Staff |
| Responsible to: | Neonatal Unit Manager |

**Department Core Purpose**

For the population of Somerset within the catchment area of the Trust:

To provide neonatal intensive, high dependency, special and transitional care, commensurate with national guidelines and professional standards

## Job Purpose:

To provide highly specialist skills and knowledge in neonatal nursing and medical care for extremely sick and preterm infants in an Intensive Care environment

To work alongside an infant’s parents or carer and family, supporting and teaching them to care for their baby and involving them as part of the multi-disciplinary team To undertake inter-hospital transfers and retrievals of infants

To provide anxious and distressed parents with a high level of support, imparting relevant information to them about the condition of their infant. To teach the multidisciplinary team, including doctors in training, a range of practice interventions by demonstration of skills and interpretation of clinical information, relating theory to practice.

To provide mentorship to students undertaking placement.

To deputise for the Sister in charge in her absence.

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## Duties and Responsibilities

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| **Communication and Key Working Relationships** |
| |  | | --- | | Work within a team of up to 8 nurses per shift, be responsible for the management and delivery of nursing care to infants in the neonatal unit.  Develop and maintain good working relationships with relevant individuals and teams, within and external to the Trust.  Communicate with patients, relatives and carers sensitive clinical information in a way that takes into account the level of understanding and any barriers that may have an impact on the individual receiving and understanding the information. Communicate with patients, relative and staff in an empathetic way in highly distressing or emotional circumstances such as breaking bad news.  Make complicated information understandable for parents using tact, empathy, verbal and non-verbal communication skills.  Possess a wide range of IT skills including the ability to word process, use excel, access the intranet and internet, use BadgerNet, OrderComms, use Email and prepare presentations using PowerPoint. | |
| **Planning and Organisation** |
| Manage own workload and maintain contemporaneous documentation in accordance with Trust Policy.  Supervise junior staff and students. In the absence of a Sister, take responsibility for managing the Unit on a shift- by-shift basis.  Abide by national, Trust and local policies and guidelines. Attend Trust Team Brief and other relevant meetings, contributing to debate  Provide a safe environment for the baby and family by upholding infection control and cleanliness standards following Trust and National guidance. Maintain a safe, comfortable and therapeutic environment for patients and a pleasant receptive climate for patients, relatives and friends.  Maintain a safe working environment for staff and respond professionally to resolve professional or operational problems. Promote a unit culture that supports collaborative multidisciplinary working.  Maintain the security of the Neonatal Unit by ensuring the validity of all visitors.  Provide parents and relatives with the opportunity to comment on the service they have received |
| **Analytics** |
| Examine and evaluate areas of clinical practice within the neonatal unit, highlighting areas that may need updating.  Develop methods by which patients and the public can become partners in health care and monitor patient satisfaction by collecting feedback from patents and visitors. |
| **Responsibility for Patient / Client Care, Treatment & Therapy** |
| Lead or work within a team of up to 8 nurses per shift, being responsible for the management and delivery of nursing care for all infants in the neonatal unit or transitional care.  Operate and advise junior staff in the use of equipment.  Report faulty equipment in accordance with Trust policy, maintaining the neonatal service by sourcing alternative equipment, maintaining patient safety.  Use specialist nursing skills and knowledge to assess an infants’ condition by interpreting rapidly changing clinical status requiring prompt detection and treatment.  Plan and develop specialist care programmes to meet the complex needs of the infant. Interpret the clinical condition of the patient and take appropriate action to maintain the wellbeing of the infant. Perform specialised neonatal practical skills, including neonatal life support, blood gas analysis/ventilation management, venepuncture and cannulation.  Support and direct junior nursing staff in their clinical decision-making regarding patient care throughout the shift.  Report on the condition of the infant and decide on a plan of nursing and medical care for the day, in collaboration with the medical staff.  Ensure that all resuscitation and monitoring equipment on the unit is functioning by checking or delegating checking, removing faulty equipment from service and providing an alternative if necessary. Maintain the function of the Somerset retrieval and transport service, ensuring equipment is functioning and staff are available and trained for transfers.  Organise, direct or undertake a neonatal transfer with a medical staff. In event of equipment failure, direct emergency action ensuring the babies safety.  Hold the emergency bleep, attend or direct others to attend the delivery of preterm or sick infants on labour ward and in maternity theatre, working as part of the resuscitation team with medical and midwifery staff.  Manage the care of the dying baby. Support and guide nursing and medical staff, managing the emotional demands of this situation on self and other members of the team.  Organise support for parents by liaising with other disciplines such as the clergy, social workers, counselling agencies, health visitors and family doctors.  Promote and maintain the safety of all babies and their families by being proactive, responsive and reactive to safeguarding issues by early reporting of issues, following Trust and National Safeguarding Children guidelines.  Write and present reports and attend case conferences that contribute to the plan for the care of the child and family.  Support junior staff by guidance and instruction.  Ensure the safety of infants who are the subject of a Child Protection Order.  Teach and train parents in parent craft and nursing skills enabling them to understand the needs of their infant.  Plan for, manage and direct staff in the preparation of the infant and parents for discharge home from the neonatal unit. |
| **Policy, Service, Research & Development Responsibility** |
| Maintain a personal knowledge and skills base that is current and evidence based. Reflect on practice within clinical supervision, and access annual appraisal from Line Manager.  Adhere to Trust policies Reflect upon all areas of clinical practice within the neonatal unit, highlighting areas that may need updating to the Unit Manager.  **In collaboration with the Unit Manager:**  Develop local policies and guidelines for use within the Neonatal Unit. Challenge practice directly and indirectly to maintain high standards of practice.  Participate in working groups and contribute to making recommendations to policy formation |
| **Responsibility for Finance, Equipment & Other Resources** |
| Working in collaboration with the Unit Manager:  Ensure that Unit equipment is maintained and serviced appropriately, and that all staff within the unit have received training on its use  Order appropriate stock and equipment for the delivery of patient care |
| **Responsibility for Supervision, Leadership & Management** |
| Maintain own clinical expertise and competence within the speciality by working clinically as part of the team, undergoing training and updating by internal or external courses, private study and preparation for revalidation by Professional Body.  Make decisions with regard to clinical interventions required, based on the analysis and interpretation of complex clinical facts on a daily basis and in emergency situations.  Plan, implement, carry out and evaluate care given by self and other staff to patients and their relatives.  Participate in the delivery, training and induction for new and temporary staff, mentorship for students and preceptorship for newly qualified staff.  Mentor qualified staff and students.  Assist with creating an environment that is conducive to learning and provide support for staff undertaking new or advanced roles.  Ensure that patient care in the Unit is organised and documented in a manner that provides a safe and effective service at all times.  **Support the Unit Manager to:**  Ensure daily completion of staffing and patient acuity data.  Ensure that Unit Staff are utilised to their full potential and that they have the necessary competencies to fulfil their role.  Ensure that staff maintain accurate and contemporaneous patient records, and accurate clinical observations, and that they are able to interpret the significance of these and implement appropriate care.  Use the learning from incidents in a positive way to develop or change practice.  Co-ordinate and manage events in the neonatal unit to ensure the smooth running of the service.  Plan own workload and delegate workload to nursing and non nursing staff, highlighting priorities. Ensure that adverse incidents and near misses are reported.  Use learning from incidents in a positive way to develop or change practice.  Co-ordinate and manage events in the neonatal unit to ensure the smooth running of the service.  Plan own workload and delegate workload to nursing and non nursing staff, highlighting priorities |
| **Information Resources & Administrative Duties** |
| Update the BadgerNet database, accessing Unit reports and ensuring accurate data entry |
| **Any Other Specific Tasks Required** |
| As required by the service. |

## 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 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, 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 under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

## 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.

## Smoking

## The Trust operates a ‘non-smoking’ policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## 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.

## Person Specification

**This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).**

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| --- | --- | --- |
| **Requirement** | **Essential / Desirable** | **How Assessed** |
| **QUALIFICATIONS & TRAINING**   * NMC Registered Nurse part 1, 7, or 10 of the NMC register. * Specialist Neonatal Intensive Care Qualification - QIS. * Degree or working towards a degree * Teaching/Mentorship Qualification | **E**  **E**  **E**  **E** | **Interview &**  **Application form** |
| **KNOWLEDGE**   * Ability to use a wide range of computer programmes and the Intranet/Internet. * Knowledge of relevant NHS legislation to include Clinical Governance, COSHH, Risk Management, Infection Control, Waste Management, Manual Handling, Confidentiality and Data Protection. * Current knowledge of evidence-based practice in neonatal nursing. * Knowledge of Safeguarding Children policies. * Understanding of the legal and ethical issues relating to babies and children. * Able to undertake higher level specialist clinical skills * Ability to communicate in an articulate manner with all people | **E**  **E**  **E**  **E**  **E**  **D**  **E** | **Interview &**  **Application form** |
| |  |  | | --- | --- | | **EXPERIENCE**   * Post registration experience in neonates. * Teaching ability and experience. * Ability to undertake complex drug and fluid calculations. |  | | **E**  **E**  **E** | **Interview &**  **Application form** |
| **SKILLS & ABILITIES**  **COMMUNICATION SKILLS**   * Evidence of a good standard of Literacy / English language skills * Be able to communicate in a professional way with people with all levels of understanding, within and external to the Trust. * Empathy when given sensitive information. * Able to lead the Unit team and motivate others * Promote working in partnership with parents and the family. * Influencing and persuasion skills * Be able to act as a facilitator to enable and empower staff | **E**  **E**  **E**  **E**  **E**  **E**  **E** | **Interview &**  **Application form** |
| **PLANNING & ORGANISING SKILLS**   * To organise own workload and that of a team, and reprioritise as required * Ability to prioritise own time * Ability to motivate self and others. * Ability to lead the Unit team * Maintain NMC registration | **E**  **E**  **E**  **E**  **E** | **Interview** |
| **PHYSICAL SKILLS**   * Expanded practice skills * Computer literate. * Ability to carry out the duties of the post. | **D**  **E**  **E** | **Interview** |
| **OTHER**   * Willingness to use technology to improve standards of care and support to our patients | **E** | **Interview** |
| **SUPPORTING BEHAVIOURS**  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.   * Kindness * Respect * Teamwork |  |  |

## SUPPLIMENTARY INFORMATION

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| --- | --- | --- | --- |
| **Physical Effort** | **Yes** | **No** | **If yes – Specify details here - including duration and frequency** |
| Working in uncomfortable / unpleasant physical conditions |  |  | Hot conditions at times up to 28 degrees C. Daily |
| Working in physically cramped conditions |  |  |  |
| Lifting weights, equipment or patients with mechanical aids |  |  |  |
| Lifting or weights / equipment without mechanical aids |  |  | Light loads. Patients up to 6 kgs. Daily |
| Moving patients without mechanical aids |  |  | Light loads. Patients up to 6 kgs. Daily |
| Making repetitive movements |  |  |  |
| Climbing or crawling |  |  |  |
| Manipulating objects |  |  | Keyboard/monitoring devices |
| Manual digging |  |  |  |
| Running |  |  | Occasionally in response to emergency. weekly |
| Standing / sitting with limited scope for movements for long periods of time |  |  | During procedures. Daily |
| Kneeling, crouching, twisting, bending or stretching |  |  | Assisting mothers. Daily |
| Standing / walking for substantial periods of time |  |  | Continuously |
| Heavy duty cleaning |  |  |  |
| Pushing / pulling trolleys or similar |  |  | Transport Incubator |
| Working at heights |  |  |  |
| Restraint ie: jobs requiring training / certification in physical interventions |  |  |  |
| **Mental Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Interruptions and the requirement to change from one task to another ( give examples) |  |  | To respond to emergencies and urgent clinical conditions |
| Carry out formal student / trainee assessments |  |  | Student nurses, midwives and post-registration nurses |
| Carry out clinical / social care interventions |  |  | For babies and families - daily |
| Analyse statistics |  |  |  |
| Operate equipment / machinery |  |  | Medical devices - daily |
| Give evidence in a court / tribunal / formal hearings |  |  |  |
| Attend meetings (describe role) |  |  | Handover, discharge planning - daily |
| Carry out screening tests / microscope work |  |  | Newborn screening |
| Prepare detailed reports |  |  |  |
| Check documents |  |  |  |
| Drive a vehicle |  |  |  |
| Carry out calculations |  |  | Medications and fluids - daily |
| Carry out clinical diagnosis |  |  |  |
| Carry out non-clinical fault finding |  |  |  |
| **Emotional Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Processing (eg: typing / transmitting) news of highly distressing events |  |  |  |
| Giving unwelcome news to patients / clients / carers / staff |  |  | Deterioration of a baby’s condition to parents - weekly |
| Caring for the terminally ill |  |  | Palliative care - yearly |
| Dealing with difficult situations / circumstances |  |  | Managing parents who may be distressed - weekly |
| Designated to provide emotional support to front line staff |  |  |  |
| Communicating life changing events |  |  |  |
| Dealing with people with challenging behaviour |  |  | Distressed parents - weekly |
| Arriving at the scene of a serious incident |  |  |  |
| **Working conditions – does this post involve working in any of the following:** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Inclement weather |  |  |  |
| Excessive temperatures |  |  | Up to 28 degrees C in a clinical area with PPE |
| Unpleasant smells or odours |  |  |  |
| Noxious fumes |  |  |  |
| Excessive noise &/or vibration |  |  |  |
| Use of VDU more or less continuously |  |  |  |
| Unpleasant substances / non household waste |  |  | Vomit, faeces, urine |
| Infectious Material / Foul linen |  |  | Vomit, faeces, urine |
| Body fluids, faeces, vomit |  |  |  |
| Dust / Dirt |  |  |  |
| Humidity |  |  |  |
| Contaminated equipment or work areas |  |  | Infectious conditions eg MRSA |
| Driving / being driven in **Normal** situations |  |  |  |
| Driving / being driven in **Emergency** situations |  |  |  |
| Fleas or Lice |  |  |  |
| Exposure to dangerous chemicals / substances in / not in containers |  |  |  |
| Exposure to Aggressive Verbal behaviour |  |  | Very occasionally from parents - monthly |
| Exposure to Aggressive Physical behaviour |  |  | Extremely occasionally – bi annually |

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**

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| --- | --- | --- | --- |
| Agreed and Signed: | (Manager) | Date: |  |
| Agreed and Signed: | (Post Holder) | Date: |  |
| Date Role Description is Effective From: | |  | |