

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Paediatric A&E Nurse	
<b>DIVISION:</b>	Urgent Care	
<b>SALARY BAND:</b>	Band 6	
<b>RESPONSIBLE TO:</b>	Sister / Charge Nurse	
<b>ACCOUNTABLE TO:</b>	Matron	
<b>HOURS PER WEEK:</b>	37.5 hrs	
<b>LOCATION:</b>	Accident and Emergency Department	
<b>MANAGES:</b>	<b>Directly:</b>	
	<b>Indirectly:</b>	

**JOB SUMMARY:**

The post holder is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care with the multidisciplinary team and patients' families.

- He / She is designated to take charge of the Paediatric Department in the absence of the person who has continuing responsibility.
- He/she is expected to supervise junior staff and to teach qualified and unqualified staff.
- As part of the Accident and Emergency Nursing Team, in the event of a major incident being declared, it is expected that the post holder will support and respond as requested by the department.

## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time • Confident because we are clearly **communicating**
- **Respected** and cared for • **Reassured** that they are always in safe hands

### 1. CLINICAL RESPONSIBILITIES

- To be responsible for the unsupervised assessment of paediatric patient care needs and the development, implementation and evaluation of plans of care, ensuring high standards of evidence based care using a defined model of care.
- To undertake all nursing procedures in accordance with Trust policies and ensure that these procedures and policies are understood and adhered to by all staff, within own management responsibility.
- To communicate with patients and significant others with empathy and reassurance regarding, assessment, care and treatment.
- To maintain accurate and comprehensive nursing records using appropriate documentation.
- To facilitate early discharge planning enabling appropriate arrangements to be in place for patients leaving hospital, making referrals and providing information to community services, as required, in order to achieve a safe and timely discharge from hospital.
- Ensure safe custody and administration of drugs according to The Royal Free Hampstead NHS Trust policy and procedures, including intra-venous medication where appropriate.
- Supervise junior staff, or unqualified staff, in all aspects of care. Ensure that staff has the knowledge, skills and resources to carry out care delegated to them.
- To work as part of a multi-disciplinary team to promote good communication and a multi-disciplinary approach to patient care.
- To participate in the audit of the principles of the Essence of Care benchmarking process, and implement the action plans as required.
- To ensure that the departmental co-ordinators are updated with clinical developments.
- Implement safe working practices as required by the Health & Safety at Work Act.
- To work with Lead and Senior Nurses, Bed Managers, Admissions and Infection Control to ensure optimal bed utilisation.

## **2. RESPONSIBILITY FOR PATIENTS**

- To always behave in a manner that is professional, positive and polite.
- To act as an effective role model and maintain professional standards when representing the department, courteous and helpful at all times.
- The post holder is required to act in accordance with NMC 'Code of Professional Conduct' with particular reference to limitations of competence and conduct.
- Participate in personal development planning.
- To keep abreast of updated clinical practices, guidelines and policies.
- Be responsible for ensuring that s/he remains aware of current developments in nursing, the Health Service and relevant specialist clinical practices.
- To demonstrate an understanding of and adhere to the trust's child protection policies.
- Provide relevant health education and information about patient's treatment in hospital and advice and care on discharge.

## **3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

- Participate in the development and implementation of new initiatives and contribute to the development of nursing practice within the department.
- Work within mentor group to enhance practice within the department.
- To support and assist with the achievement of local and Government initiatives.
- To maintain awareness of current developments in nursing and issues relating to the Accident and Emergency service.

## **4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- Maintain a safe environment for all staff, patients and visitors and ensure that all equipment is safe and in working order.
- Demonstrate awareness of financial and budgetary issues relating to the department.

## **5. RESPONSIBILITY FOR LEADING AND MANAGING**

- To act as an appropriate and effective role model at all times.
- To act as an effective mentor and preceptor of Health Care assistant's, Emergency Department Assistant's, pre-registration students, supervised practice and return to practice staff as required.
- To act as an effective mentor and preceptor for junior staff and learner nurses.

- To be responsible on a shift to shift basis for the effective and efficient management of nursing, clerical staff, support staff within the department, in the absence of the departments' sister/charge nurse.
- To liaise with other hospital staff and departments to promote and maintain effective working relationships, ensuring high standards of care and service.
- To investigate accidents, incidents and complaints, implementing corrective actions where necessary, in consultation with the departments' sister/charge nurse and Senior Nurse/Lead Nurse, in accordance with Trust Policies.
- Maintain a safe environment for all staff, patients and visitors and ensure that all equipment is safe and in working order.
- Participate in the development and implementation of new initiatives and contribute to the development of Nursing Practice within the department.
- To be responsible for ensuring confidentiality and safekeeping of patient records.
- To be responsible for reporting incidents and potential risks to the sister/charge nurse.
- Demonstrate awareness of financial and budgetary issues relating to the department.
- Work within mentor group to enhance practice within the department.
- To support and assist with the achievement of local and Government initiatives.

## **6. RESPONSIBILITY FOR INFORMATION RESOURCES**

### **GENERAL RESPONSIBILITIES**

- To safeguard at all times, confidentiality of information relating to patients and staff.
- To avoid behaviour which discriminates against service users and your fellow employees / potential employees on the grounds of sex, sexuality, marital status, race, age, colour, nationality, ethnic origin, religion or disability.
- Be aware of the responsibilities placed upon you under the Health & Safety at work act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service users and visitors.
- To demonstrate an understanding of and adhere to the Trust's child protection policies.

## **7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

- To be aware of the research process and current trends. In collaboration with the senior sister participate in audit of agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility.
- Participate in the review, development and audit of research-based policies and procedures relating to Accident and Emergency.

## 8. EDUCATIONAL RESPONSIBILITIES

- To maintain awareness of current developments in Nursing and issues relating to the Accident and Emergency service.
- Attend mandatory training and participate in continuing development and appropriate education.
- Participate in the departmental teaching programme of pre registration students and health care assistants.
- To participate in the orientation of new members of staff.
- Provide relevant health education and information about patient's treatment in hospital and advice and care on discharge.
- To increase skills and undertake further training in specific Accident and Emergency care and procedures.
- To ensure own educational needs are met within the NMC recommendations.

## GENERAL RESPONSIBILITIES

### Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

### Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

### **No Smoking**

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

## CONDITIONS OF SERVICE

- The post holder will be required to wear a uniform.

**This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder**