



Paediatric Senior Nurse

SPECIALIST CARE DIVISION

JOB DESCRIPTION





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Welcome



Chelsea and Westminster Hospital NHS Foundation Trust is proud to be one of the top performing and safest trusts in England.

We have two main acute hospital sites—Chelsea and Westminster Hospital and West Middlesex University Hospital, plus our award-winning clinics across North West London and beyond.

- We employ over 7,000 staff and 500 volunteers
- We treat someone in A&E every 90 seconds
- We deliver a baby every 50 minutes
- We operate on a patient every 16 minutes
- We do 50 imaging procedures each hour
- We serve a diverse population of 1.5 million from the beginning to the end of life

Our values

Our PROUD values demonstrate to staff, patients and the public the standards of care and experience they should expect from our services:

- **Putting patients first**
- **Responsive to patients and staff**
- **Open and honest**
- **Unfailingly kind**
- **Determined to develop**

Job summary

Job title	Paediatric Senior Nurse
Band	Band 7
Division	West London Children's Healthcare
Responsible to	Paediatric Matron
Accountable to	Chief Nurse
Type of contract	1 year fixed term contract
Hours per week	13 x 11.5 Shifts Per Month
Location	Chelsea and Westminster Hospital NHS Trust

Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. WLCH is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is therefore not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post-holder.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

Whilst employment for this role is hosted by Chelsea and Westminster NHS Foundation Trust (CWFT), the post-holder may be required to work for WLCH across Imperial College Healthcare NHS Trust and Chelsea and Westminster NHS Foundation Trust. The post holder will be bound by the terms and conditions of employment of CWFT.

Additional information

Health and safety

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- All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

Medical Examinations

- All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

Equal Opportunities

- WLCH and both trusts aim to promote equal opportunities. Copies of relevant policies are available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Safeguarding children and vulnerable adults

- Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

- Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

Professional Registration

- Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

Work Visa/ Permits/Leave to Remain

- If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

Conflict of Interests

- You may not without the consent of the trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

Infection control

- It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff

- On entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water.
- In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff

- On entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Flu vaccination

- The Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust.
- Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply.
- Staff also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

No Smoking

- The Trust operates a smoke free policy.

Professional Association/Trade Union Membership

- The Trust is committed to working in partnership with Trade Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.

Key responsibilities

Job Summary

- The post holder will provide leadership and clinical support to paediatric areas including in patient, day care and out patients covering across site at Chelsea and Westminster and West Middlesex Hospital sites.
- Working as part of a senior nursing team delivering a 24 hour service.
- The post holder will ensure trust policies and protocols are adhered to, identifying shortfalls and intervening as necessary.
- The role as senior nurse delivers expert advice and will practice expanded clinical skills working collaboratively with the multi professional team
- Overall responsibility for admission and discharges, supporting patients through their hospital pathway
- Acting as the Senior Nurse for professional issues
- Co-ordinating staffing across Children and Young People directorate

Key working relationships

- Divisional Director of Operations
- Divisional Nurse
- Divisional Matron
- Area Nursing Team
- Directorate sisters and charge nurses
- General Managers
- Service Managers
- Clinical Leads
- Chief Nurse
- Deputy Chief Nurse
- Clinical Nurse Specialists
- Members of the multi-disciplinary team
- Clinical Practice Facilitators
- Divisional HR and finance teams
- Clinical Site Managers
- Senior Manager on Call

- **Roles and responsibilities**

Operational Management

- To lead on paediatric site management within agreed policies, protocols and procedures, liaising with the relevant Clinical Site Manager, Senior Manager on Call and Senior Nursing Team where necessary.
- Assist in the development of new policies to support practice.
- To co-ordinate the provision of a safe environment for patients, carers and staff in accordance with the trust Health and Safety policy.
- To take appropriate action relating to complaints, accidents and untoward incidents involving patients, visitors and staff.
- To act as an effective role model for all staff.
- Undertake such duties as required to maintain the efficient running of all areas including Children and Young People, in conjunction with the Senior paediatric management team.

Clinical and Professional Issues

- Provide a clinically credible paediatric nursing service, demonstrating expert knowledge and clinical skills.
- To be responsible for the assessment of paediatric patients and ensuring utilisation of appropriate resources to meet the needs of the patient, in association with the medical and specialist teams.
- Provide expert advice on issues related to paediatric nursing care.
- Respond accordingly to reported and escalated PEWS in line with Trust policy.
- To provide expert knowledge and support to nursing and medical staff, and have an overarching view and responsibility for all patients and families.
- Liaise with the Senior Nursing Team. Identify any issues affecting bed utilisation such as staffing or infection concerns to the senior paediatric nursing team.
- Act as Bronze commander in a major incident until further senior discussion or support arrives.
- To ensure that nursing practice is undertaken within the Trust policies and procedures.
- To provide a Senior nursing response in the event of a major emergency.
- Work with the named and designated nurse/doctor/midwife for safeguarding children within the hospital, ensuring that safeguarding issues are managed effectively and appropriately by the relevant agencies.
- Out of hours, to act as the lead professional in issues relating to the safeguarding of children, working closely with the on call paediatrician and ensuring an effective handover to the named nurse.
- To ensure all necessary patients are assessed appropriately by CAMHS and a clear management plan is in place prior to admission in line with policy.
- Facilitate optimal child centred pathways of care for children across all clinical areas, including across site outpatients, day case, wards, HDU, radiology, theatres etc.
- To cover CNS/Safeguarding during times of leave and sickness

Communications

- To provide calm, supportive and problem solving approach to situations.
- To be flexible and empathise with difficult situations.
- Provide support and counselling when necessary.
- Promote and display the trust values.
- To assist staff to deal with complaints and to de-escalate incidents promptly.

Teaching and Supervision

- Assist with the development and delivery of training programmes for nursing and medical staff as required.
- To support and supervise staff with nursing skills, those undertaking intravenous drug administration and cannulation through supervision.
- To update own skills and knowledge as required by maintaining NMC registration.
- Assist in the development of research based practice.
- Assist with simulation teaching and training within the department

Advanced Practice

- Each Paediatric Senior Nurse will undertake procedures for which they have received training and are deemed competent to do so, as within the NMC scope for Professional Practice Guidelines.
- Each Paediatric Senior Nurse will become fully competent in delivery of advanced practice roles.
- Each Paediatric Senior Nurse must be able to or be working towards undertaking the following advanced practice roles:
- Cannulation/ Phlebotomy
- Catheterisation
- In the event of a death of a child or young person to advise staff and provide support to the family/carers and multi-disciplinary team ensuring Trust policy is followed in respect of documentation, communication, and escalation to the relevant agencies where necessary.
- Ability to analyse and interpret blood gas samples using the relevant equipment and respond to the results accordingly.
- Setting up and troubleshooting non-invasive ventilation systems.
- Setting up and troubleshooting epidural and PCA delivery systems with support from the pain team and Anaesthetic team.
- Assessing the need for, and administering medications according to Patient Group Directions (PGD's).
- Competent in Clinical advance assessment of a child and young person and in collaboration with the MDT plan treatment and care as appropriate.
- Conducting first line clinical assessment of patients as per PEWS (Paediatric Early Warning Score) guidelines and act accordingly.
- Attend paediatric respiratory/cardiac arrest calls and assist with management of the patient with accident and emergency as well as paediatric areas.
- Provide expert knowledge and skills on Central line and Portacath's.
- Undertake E.C.G's and pH studies where required
- Provide clinical and professional advice to all paediatric nursing staff

Bed Management and Discharge Co-ordination

- The Paediatric Senior Nurse will manage the emergency and elective admission process across the paediatric department, ensuring safe and appropriate patient placement.
- The Paediatric Senior Nurse will work collaboratively with the paediatric senior management team and providing the paediatric link in the management of hospital issues.
- Support patients through a seamless patient pathway from admission to discharge.
- To assist in the discharge planning process for all patients from the point of admission. This will be in collaboration with the multi professional team, paediatric ward sisters, matrons and external agencies.
- To lead on the achievement of reducing the length of inpatient stay by promoting a paediatric discharge date for all patients and working collaboratively with the multi - professional team to facilitate discharges.
- Lead on the implementation of nurse lead discharge where appropriate.
- To be able to communicate effectively with parents/carers to impart the necessary knowledge for safe discharge of the child/young person.
- Facilitate cross site patient transfers in line with the bed management policy.
- Work in collaboration with the Private Patient Team to facilitate private patients within the paediatric department.
- Carry out audits in line with bed management and bed activity.
- Facilitate and implement 'Huddles' to support communication between teams and effective care planning and discharges.
- To coordinate safe transfers of patients both within hospital site and cross site in line with Policy and to include safe handover.
- To lead on Nurse Led Discharge
- To carry out audit work as needed

Work force planning

- To monitor nursing staffing levels and skill mix for the next 24 hours and liaise with ward sisters to ensure safe and efficient staffing levels at all times.
- To inform ward sisters of any staffing issues highlighted out of hours e.g. sickness, non-attendance at work, performance issues.
- Liaise with Matrons and Agency regarding booking of agency shifts as appropriate and changes to be made to Healthroster rotas
- To work with the site management team out of hours for any staffing issues requiring immediate support or action
- To take patient work load in times of surge

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

Person specification

Job title	Paediatric Senior Nurse
Band	Band 7
Division	West London Children's Healthcare

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

E = essential

D = desirable

Trust values

Putting patients first	E
Responsive to patients and staff	E
Open and honest	E
Unfailingly kind	E
Determined to develop	E

Education and qualifications

Registered Nurse (Child)	E
Evidence of ongoing, continuing professional development within pediatric care linked to demonstrable clinical competences	E
Possession of a relevant first degree and willingness to undertake or be undertaking an MSc in Advance Nursing Practice including Anatomy & Physiology, Assessment of the present Child, and Non-medical prescribing	D
Assessing mentoring qualification	E
APLS	E

Experience

Excellent relevant Paediatric clinical skills	E
Excellent managerial, leadership and organisational skills	E
Able to motivate and develop a multi-professional team	E
Excellent verbal and written communication and listening skills	E
Excellent teaching, training and preceptorship skills.	E

Skills and knowledge

Relevant paediatric experience in an acute setting & taking charge of a department.	E
Evidence of significant continuing professional development	E
Experience of leading and managing a team of nurses	E
Previous experience of research and audit	E
Previous experience of change management and problem solving	E
Experience of handling clinical incidents & complaints	E

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Excellent problem solving skills	E
Understanding of professional and current issues in children's nursing	E
Knowledge of Clinical Governance and its application	E
Child protection procedures	E
Understanding of resource management, health and safety, clinical risk and quality	E
Demonstrates understanding of the role and fit of the Paediatric Senior Nurse within service provision.	E



Chelsea and Westminster Hospital
NHS Foundation Trust

369 Fulham Road
London
SW10 9NH

Main Switchboard
+44 (0)20 3315 8000

Website
www.chelwest.nhs.uk

 fb.com/chelwest
fb.com/westmidhospital

 [@chelwestft](https://twitter.com/chelwestft)
[@westmidhospital](https://twitter.com/westmidhospital)

 [@chelwestft](https://www.instagram.com/chelwestft)

