



JOB DESCRIPTION

POST Associate Nurse Specialist Infant Feeding

ACCOUNTABLE TO Consultant General Paediatrician

REPORTS TO Community paediatric dietitian

PROFESSIONAL SUPPORT Head of Nursing Community and Mental Health

AGENDA FOR CHANGE BAND Band 6

Job Summary: NB: The following is indicative of the range of tasks undertaken by the post holder but is not exhaustive. The role is likely to evolve and therefore this job description is subject to regular review.

The post holder will provide advice and support to parents, carers, families and members of the multi-disciplinary team within a variety of settings including both hospital and community. The post holder will use local, national and international guidance alongside up to date research to develop best practice for breast and bottle fed infants with feeding difficulties such as Gastroesophageal reflux, infantile colic and cow's milk protein allergy. The post holder will develop and use specialist knowledge and skills in order to work with the wider multi-disciplinary teams both in hospital and in the community setting in order to influence best practice and improved outcomes for infants with feeding related problems. The post holder will be based at Alder Hey but will work in a variety of settings in the wider community. Activities include nurse led clinics in Alder Hey Hospital and Children's Centres around Liverpool, support on inpatient wards and training.

The post holder will have an integral role in developing and promoting the service.

Key Relationships

Dietitians,
Health Visitors,
General Paediatricians,
Primary Care



Specialty teams

Main duties and Responsibilities

The post holder will:

- Deliver nurse led and occasional joint clinician clinics, in both hospital and community settings.
- Assist in developing service including pathways.
- Take a lead in scoping service need, audit services and report on these.
- Provide the highest standards of care to children and their families.
- Be an effective communicator in all aspects of their duties both in direct and indirect patient care.
- Work in collaboration with the healthcare and wider community teams.
- Work within the confines of their mandatory and statutory obligations including the prevention and control of infection in the clinical area.
- The post holder will undertake appropriate tasks as deemed necessary to enhance the care of the patient, some of which may be competency based.
- Deliver support to infants admitted to the ward as appropriate.
- Deliver training to health care professionals in hospital and community setting
- Take responsibility for, prioritise and manage own workload including education, training and community advice/support.
- Work without direct supervision using experience and knowledge to ensure the clinics run smoothly.
- Promote and maintain a safe and comfortable therapeutic environment for patients and their families.
- Assist in the basic care required by patients in outpatient clinic areas including health promotion.
- Assist with the education and training of health care providers within Alder Hey and in the community, new staff and students.
- Create and maintain relationships with patients, parents/carers, offering advice and support where necessary, and signpost patients to other areas of the hospital for specialised treatment.
- Work with administration / operational teams to ensure all appropriate information is available for clinics and / or other training session / meetings.
- To develop networks with other professional agencies and to act as a link between service and other agencies.
- Participate in working towards UNICEF BFI accreditation



Communication Skills

- Communicate observations (including changes in care needs or health / wellbeing of the patient), updates, and messages to members of the immediate care team / Lead Consultant and local team / GP, health visitor, as necessary.
- Ensure that the confidentiality of information is maintained at all times, pertaining to both patients and staff, in accordance with Trust guidelines.
- Ensure the most effective use of IT to communicate information about patients and their families, to the immediate and wider healthcare teams.
- Manage complaints and advise families of the Trust's complaints procedure/refer to management team as necessary.
- Provide evidence based, clear, honest and open advice to families and professionals.
- To be aware of safeguarding procedures and their application to workload.
- To create and maintain positive professional relationships with clinical staff, families and other agencies.
- To communicate effectively with a wide range of statutory and non-statutory agencies.
- To use wide range of communication methods e.g. email, telephone, face to face and written methods.
- To adapt communication methods according to the needs of the client group.

Clinical Responsibilities

- To contribute to the development of clinical nursing practice standards within the service and takes responsibility for evaluating standards of care, in partnership with the child and family, the clinical lead and local providers
- To maintain high standards of nursing care in accordance with the NMC Code of Professional Conduct and Scope of Professional Practice.
- To promote reflective practice through regular participation in clinical supervision / action learning as necessary.
- Aims to achieve high morale within the team through effective supervisory support, good staff relationships and clear lines of communication.
- To act as a positive role model to colleagues both in Alder Hey and in the community, placing specific emphasis on clinical leadership role.
- To act on own initiative within agreed parameters to maintain patient safety and high standards of service provision.
- To deliver public health promotion both opportunistically and planned.
- To promote the importance of play and stimulation to encourage positive behaviours through interaction with parent, child and others.

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- Adhere to the Medicines Management Code and NMC Standards for the safe keeping and administration of medication.
- Monitors and evaluates standards of care and reports to Lead Consultant.
- Advice regarding appropriate drug availability and usage and refer to Pharmacist as needed. Be able to use patient group directives
- Escort patients to other care areas as necessary.
- Act as assessor within the clinical area for staff developing new skills around infant feeding.
- Liaise with and provide information to other members of the multi-disciplinary team.
- Promote effective communication and good relationships across the Trust and wider community.

Leadership

- Work within defined practice boundaries under the delegation and supervision of the lead clinician.
- Ensure that they are competent. It is the post holders' responsibility to identify any personal learning needs through continuing personal development, via their annual development review and against the specification for the role.
- To participate in the induction and training of new staff as necessary.
- The post holder will be required to have a designated workload and be responsible to the Lead Consultant in delivery.
- To identify and develop good practice and reflect upon own care delivery.
- Act as a personal and professional role model by facilitation of best practice.
- Setting standards using Trust policies and guidelines.
- Promote and facilitate the development of extended skills as necessary.
- Deal with staff, patients, carers and public in a professional manner.
- Embrace Trust values and evidence in behaviour.
- Act on own initiative to find information that influences best practice and better outcomes.

Management

- Be required to manage their own workload in a timely fashion and bring to the attention of the Lead Consultant any problems encountered with the workload.
- Be required to undertake risk assessments and to have knowledge of health policies and procedures.
- Analyse and respond to situations arising in hospital, home and clinical settings
- Ensure compliance with Trust policies and guidelines in relation to all aspects of Patient Care, Health & Safety, Infection Control, Fire and Cardiac arrest.



- Providing an environment that is conducive to better outcomes.
- Advise and support staff in dealing with complaints and incidents. Reporting to line manager as appropriate.
- Support the Risk Management process within the Trust, ensuring potential risks to patients, staff and public are identified through the use of the clinical and non-clinical reporting system.
- Maintain patient confidentiality according to the NMC professional code of conduct.
- To ensure that individual patient records are maintained accurately and are up to date.
- To participate in the development and implementation of local policies and procedures.
- To action all relevant Trust policies / guidelines as directed.
- To participate in the Recruitment, Selection and Induction Process for new staff to the service as necessary.
- To receive and disseminate information related to patient care and service delivery, through attendance at relevant meetings and liaison with other relevant professional organisations.
- To support the delivery of high quality care by monitoring effective and efficient management of resources i.e. use of consumables/equipment.
- To contribute to multi-agency collaboration.
- To perform delegated tasks/responsibilities as determined by Lead Consultant.
- Access and use ESR as necessary

Planning/Organisational Skills

- Assist the administration team in organisation of regular joint and nurse led clinics.
- Organise their clinical workload under the direction of Lead Consultant.
- To be responsible for routine ordering of stock and resources as necessary.
- To be responsible for the maintenance of equipment as necessary.
- Supports implementation of service by preparation of materials and administrative / resource based tasks associated with the delivery of service.
- To be able to use a variety of information resources.
- To be involved in the maintenance of databases as necessary.
- To attend meetings and in-service training as required.
- To be involved in the development of the service.
- To work in accordance with safeguarding children policies.
- To be involved in teaching and support in a range of settings.
- Co-operate and work effectively with other professionals in the multi-disciplinary team and community services to ensure continuity of care.



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- Be cost effective in the use of resources.
- Flexibility in working will be required to meet the needs of this post, and the needs of the service.
- Show enthusiasm and dynamism in setting up and developing the new service.
- Recognise own development needs and be able to set goals and objectives.
- Develop and agree personal and professional development with Lead Clinician.
- To promote a good standard of skill and care through own best practice.
- Ability to make effective, appropriate decisions, having awareness in dealing with challenging behaviour. Being assertive, whilst remaining sensitive to the situation.

Education and Training

- To plan, implement and evaluate training programmes for families, other health care professionals and agencies.
- To identify own and other team members training needs.
- To take every opportunity to maintain and improve own professional knowledge, skills and clinical competence.
- To assist in the training and assessment of pre and post registration students and professionals from other services and agencies.
- To participate in mentorship for new team members.
- To undertake and participate in own and the Personal Development Reviews.
- To contribute and participate in the review of the Training Needs Analysis.
- Teaching and supervision of staff both in Alder Hey and the community in the specialist area of infant feeding
- Arrange formal and informal training sessions.
- Supervise and monitor clinical practice in infant feeding.
- Recognise the workload of staff and provide advice and support as appropriate.
- To ensure update of knowledge in accident prevention.
- To attend mandatory training, meetings and study sessions as required.
- To regularly review personal skills and training needs and ensure deficiencies are reduced.
- To maintain accurate personal records and to participate in Knowledge Skills Framework and professional development review.
- Co-operate fully with the implementation of the Trusts Health & Safety arrangements, reporting accidents / incidents to the nurse in charge / team leader, and initiating a full investigation in a timely manner, whilst taking responsibility to complete appropriate documentation.



Quality Assurance within a Clinical Governance Framework

- To act an advocate for the infant and family to ensure that the care they receive is of the highest standard.
- To maintain an effective communication system and accurate patient records to promote a team approach to care delivery.
- To involve families, agencies and the multi-disciplinary team in the development and induction of the service.

Research and Audit

- To identify potential areas for future development and participate in projects and evaluation of appropriate services.
- The post holder will lead, participate and assist in various audits and surveys which include measuring quality, care pathways and patient satisfaction audits.
- To keep up to date with current research and changes in practice and disseminate relevant findings, to members of the multidisciplinary team; to promote evidence based practice.
- To ensure that data is collated in an accurate and timely manner to allow resources to be used effectively and inform planning of services.
- To demonstrate evidence based approach to practice and maintain a high quality to the service.
- To contribute to the evaluation of the service provision in order to ensure that it is appropriate, accessible and acceptable to all children and their families.
- To identify incident and accidents both clinical and non-clinical initially, and following discussion with line manager to be reported.
- To be involved in friends and family participation and feedback of service provision.
- Contribute to the accuracy of statistical returns.
- Maintain an awareness of clinical and professional developments in nursing and participate in nursing research to enhance patient care.



Our values:



We pride ourselves on the quality of our care, going the extra mile to make Alder hey a safe and special place for children and their families.



We are committed to continually improving for the benefit of our patients.



We are open and honest and engage everyone we meet with a smile.



We show that we value every individual for who they are and their contribution.



We work across the Alder Hey community in teams that are built on friendship, dedication, care and reassurance.



Values Based Behaviour's

Respect:	We show that we value every individual for who they are and their contribution
Excellence	We pride ourselves on the quality of our care, going the extra mile to make Alder Hey a safe and special place for children and their families
Innovation	We are committed to continually improving for the benefit of our patients
Together :	We work across the Alder Hey community in teams that are built on friendship, dedication, care and reassurance
Openness:	We are open and honest and engage everyone we meet with a smile

PERSON SPECIFICATION

Job Title Associate Nurse Specialist Infant Feeding

AFC Band 6

	ESSENTIAL	DESIRABLE
1. Education and Training	<ul style="list-style-type: none"> Registered Children's Nurse or / Adult General Nurse / Registered Health Visitor / Registered Midwife ENB 988 or equivalent – demonstrates an ability to teach and has proven experience of teaching and mentoring in the clinical / community setting. 	<ul style="list-style-type: none"> Post Registration qualification appropriate to the area of work. APLS
2. Experience of...	<ul style="list-style-type: none"> Experience of working with agencies, multi-disciplinary teams. Able to evidence some experience in the infant feeding field. 	<ul style="list-style-type: none"> Experience of working in a community / OPD setting
3. Knowledge of	<ul style="list-style-type: none"> Knowledge of UNICEF BFI Accreditation Knowledge of key issues in relation to the provision of the service. Good organizational and problem solving skills – able to plan and prioritise work. Demonstrates an ability to act on own initiative. Demonstrates a commitment to continuous professional development. Enthusiastic / willingness to learn. 	
4. Skills	<ul style="list-style-type: none"> Demonstrates an ability to lead staff. Effective team worker. Effective verbal and written communication skills. Demonstrates ability to work independently. Able to plan, implement and assess family centred care. 	<ul style="list-style-type: none"> Able to prescribe and administer medication according to Patient Group Directives



	<ul style="list-style-type: none"> • Able to provide evidence of active involvement in developing nursing practice. 	
5. Personal Attributes	<ul style="list-style-type: none"> • Sensitive to the needs of children and their families. • Ability to travel between differing geographical clinics • Be able to demonstrate the Trust Values and behaviours at all times • Effective communicator • Advocate of the Trust • Self and Team Motivated, • Desire to learn and enhance clinical skills and knowledge in a wide setting. • Professionally accountable. 	

Mandatory Statements

1. As an organisation which uses the Disclosure and Barring Service (DBS) Disclosure service, the Trust complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position. A decision will be made depending on the nature of the position and the circumstances and background of the offences.

2. The Trust is pro-diversity and anti-discrimination. Trust policies prohibit discrimination, victimisation, bullying or harassment. The Trust is committed to treating people equally, whether they are patients, colleagues, suppliers or other customers. We would like all our families and staff to feel valued and respected because we try to understand and provide for their individual needs.
3. The Trust is committed to promoting an environment that embraces diversity and promotes equality of opportunity.
Staff should apply the values of respect, excellence, innovation, togetherness and openness in all that they do to ensure that Alder Hey truly belongs to everyone.
4. In the course of your duties you may acquire or have access to confidential information which must not be disclosed to any other person unless in the pursuit of your duties or with specific permission given on behalf of the Trust. You must ensure that you handle personal information in accordance with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018
5. You are reminded that, in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and are required to co-operate with the Trust in meeting statutory requirements.
6. You must ensure that you adhere to the Trust Infection Control policies and procedures at all times. You have a duty of care under the Health Care Act to prevent the spread of infection.

7. Within the NHS, good patient care is reliant on the availability of complete, accurate, relevant and timely data. The quality of information can limit the capability to make operational decisions about the way care is planned, managed and undertaken. Poor information quality can lead to poor decision making and may put service users at risk. High quality information means better, safer patient care. Where you are required to record data on systems, whether patient or staff data, or paper or electronic format you must ensure that it is up to date, accurate, complete and timely. You have a responsibility to ensure that you feel sufficiently knowledgeable about the system you are asked to use and what is required of you in order to fulfil your task accurately. Where an error is created or discovered by yourself on any system which you cannot rectify, you must contact the relevant helpdesk / system owner or your Line manager. Please read the Data Quality and Information Governance Policies located on the Intranet and ensure you understand your responsibilities.

8. Alder Hey Children's NHS Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Staff have a responsibility to ensure they are aware of specific duties relating to their role and should familiarize themselves with the Trust's safeguarding and child protection procedures, regular safeguarding and child protection training updates are mandatory for all staff. All individuals will have some risk management responsibilities with which you are required to comply, for details of your responsibilities please refer to the current Risk Management Strategy which is available on the intranet and in the local strategies folder.

9. You must comply with all Trust policies and procedures and attend all necessary mandatory training.

10. As an employee of the Trust you will be accountable for the data entered into records and systems. It is very important that the Trust records the most up to date patient demographic details, including full name, D.O.B., address, contact number, NHS number, GP and GP Practice. This is not only to fulfil our legal obligation under Data Protection legislation, but it is also crucial in ensuring patient safety.

11. All staff should take ownership of records that are accessed and take the opportunity to check that the data held is correct.

12. This document provides an outline of the main responsibilities of the post. It is not intended to be an exhaustive list of duties.

13. Your job description will be subject to regular review with your Line Manager.