

## JOB DESCRIPTION

### 1. JOB DETAILS

**Job Title:** Child Development Clinical Nurse Specialist

**Reports to:** Clinical Lead CNS – Child Development Service

**Accountable to:** Matron

**Grade:** AFC band 6

**Unit/Department:** Child Development Service

**Location:** Base: St Luke's Hospital however you will be required to attend Bradford Royal Infirmary regularly and conduct some community visits.

### 2. JOB PURPOSE

- 2.1 Under the line management and supervision of the Lead CNS the post-holder will be responsible for the management of a defined caseload (patients/service-users) and will provide highly specialist nursing support, advice, education and/or care to children with complex needs and physical or neuro-disability. This will be both in and external to nurse and consultant led clinics.

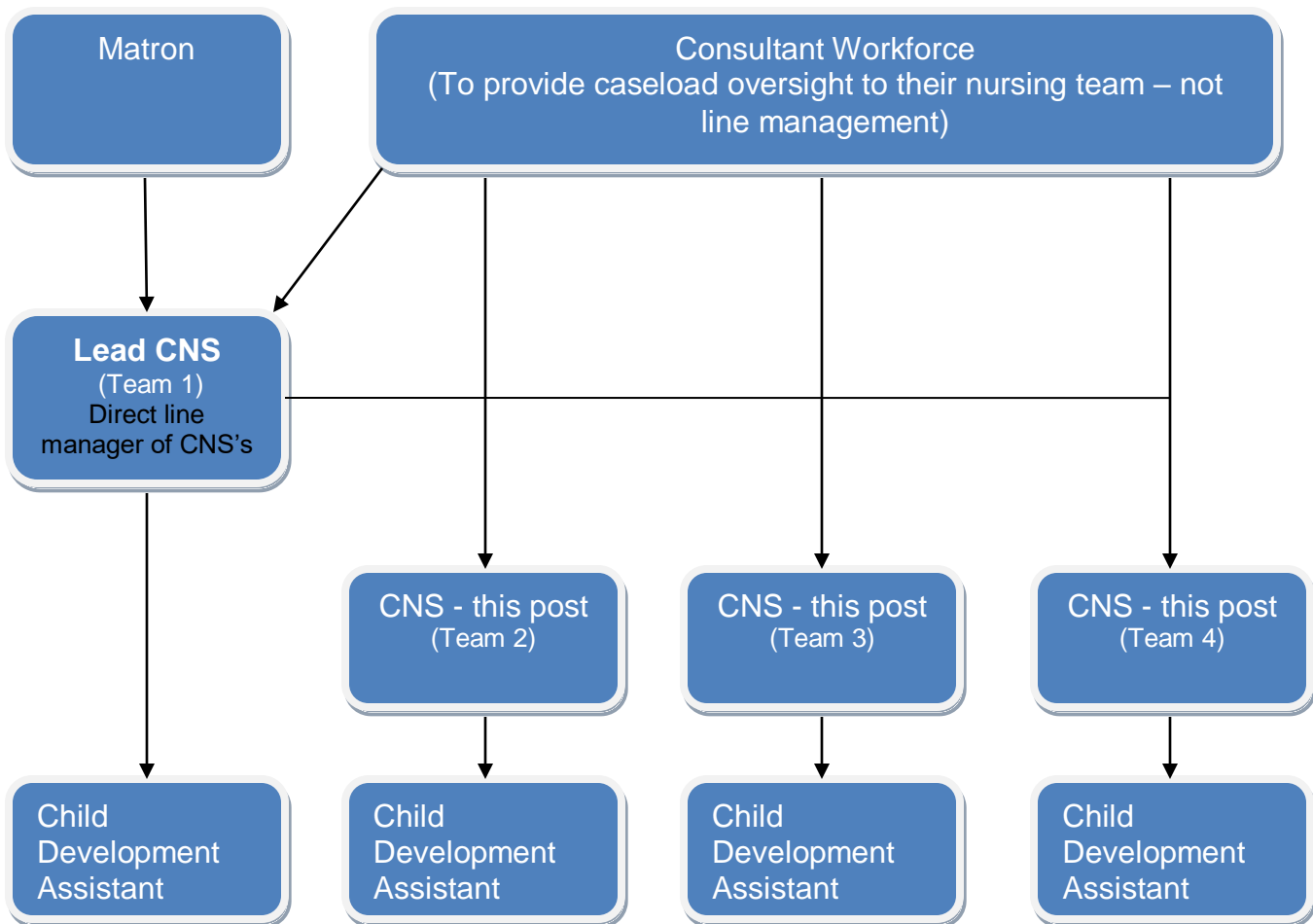
The post-holder will carry continuing responsibility for the assessment of care needs, the development, implementation and evaluation of programmes of care CDS patients whilst supporting families where appropriate. The post holder will work towards the SEND agenda on behalf of the trust and promote collaborative working between the trust, education establishments and social care services.

### 3. JOB DIMENSIONS

- 3.1 The post-holder will be part of a four nurse team who will each share a caseload with 1-2 designated consultants in a mini MDT. Under the direct delegation of the consultant workforce the post-holder will manage appropriate nurse led clinics, be a key worker for children and young people on the designated consultant's caseload and manage the patient message/task boards.
- 3.2 The post-holder will provide clinical, social and psychological support to their patients/service-users using excellent communication skills, education and health promotion to enable them to reach their optimum level of independence and health. The post holder will signpost to other support services internally and externally of our organisation that may be able to support various elements of the child or young person's needs.
- 3.3 The post holder will be responsible for the direct line management of 1-2 Child Development Assistants (AFC Band 3 role).

- 3.4 Although the post-holder has no direct budgetary responsibility they will be expected to assist with the effective use of resource in the clinical area and contribute to programmes of cost improvement.

#### 4. ORGANISATIONAL CHART



#### 5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

*Please see the attached Person Specification. All essential criteria must be met to be eligible for this role.*

#### 6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

##### 6.1 Clinical Quality and Safety

- 6.1.1 Shares continuous responsibility for a defined caseload of children with complex health needs with the designated consultant and acts as a key worker and point of contact for the children, young people and families on the caseload.
- 6.1.2 Organises, prioritises and evaluates workload based on accepted referral criteria and discharge criteria in line with operational protocols. Responsible for ensuring own practice is evidence-based and up to date.

- 6.1.3 Responsible for assessing the health needs of children with a variety of complex diagnoses and ensuring that they remain happy, healthy and at home where possible.
- 6.1.4 Good working knowledge of the SEND Code of Practice and other appropriate national guidance related to the client group. E.g. NICE Guidance.
- 6.1.5 Works as part of the multi-disciplinary team fostering good interdepartmental relationships and effective communication with a focus on continuous quality improvement.
- 6.1.6 Works across organisational and professional boundaries as an expert practitioner within the BTHFT multi-disciplinary team. Where complex care packages are experiencing delays in the active engagement of any or all significant stakeholders, to the detriment of the child, the post holder has the experience, influence and authority to escalate the concern to senior management when a resolution is not forthcoming.
- 6.1.7 Ensures patients/service-users and carers appropriately have a voice in decision-making.
- 6.1.8 Reviews, interprets and acts upon both laboratory and point of care test results which may effect change to individual care plans, liaising with appropriate medical staff when necessary.
- 6.1.9 Deals effectively and sensitively with patient/service-users issues taking a proactive approach to resolving issues and learning lessons from complaints.
- 6.1.10 The post-holder is responsible for clinical data entry which generates information for use with other healthcare professionals, e.g. SystmOne, EPR, and other specific databases relevant to the designated services.
- 6.1.11 Supports the implementation of local/national targets in conjunction with relevant members of the multi-disciplinary team.
- 6.1.12 Actively promotes the effective and economic management of resources available within the area of responsibility.
- 6.1.13 Arrange admission of patients/service-users to hospital when required in collaboration with line manager/ consultant.

## **6.2 Service Development / Improvement**

- 6.2.1 Contributes to regular audits with an aim of identifying areas of service development and supporting the team leader by acting upon the findings.
- 6.2.2 Actively contributes to all aspects of the clinical governance agenda.
- 6.2.3 Supports the team leader in the development of the service, ensuring active co-production with service users and families.

## **6.3 Management and Leadership**

- 6.3.1 Provide nursing leadership for a defined caseload under the clinical direction of the consultant with overall responsibility for the caseload.

- 6.3.2 Provides education and leadership to the junior team, acting as a role model at all times and assisting members of the team with planning, priority setting and decision-making.
- 6.3.3 Contributes to the achievement of departmental performance metrics.
- 6.3.4 Develop and evaluates clinical policies, protocols and clinical pathways in collaboration with the team leader in order to meet the needs of the specific caseload.
- 6.3.5 Responsibility for the direct line-management and appraisal of 1-2 Child Development Assistants.
- 6.3.6 Responsible for provision and maintenance of accurate department based information systems including record keeping, care documentation and personnel data, in line with the GDPR 2018.

#### **6.4 Education and Development**

- 6.4.1 Liaises with Ward/Department Managers to support and develop departmental staff skills and competencies in providing holistic care for patients/service-users within their specialist area.
- 6.4.2 Works within the NMC Code, ensuring continuation of professional development relevant to the role, including mandatory training, through revalidation requirements, and highlighting needs through the annual appraisal review process.
- 6.4.3 Provides mentorship to both pre and post registration students where necessary.
- 6.4.4 Undertakes and directs relevant clinical and management/leadership courses to continuously develop specialist knowledge and skills of staff.

#### **6.5 Research**

- 6.5.1 Has an understanding of relevant clinical research evidence affecting patients/service-users within own caseload.
- 6.5.2 Is aware of specialty-related research to enable the implementation of good clinical practice and other relevant research publications/evidence.
- 6.5.3 Identifies relevant literature searches pertinent to patient/service-user care and supports staff to carry out these searches.

#### **Health and Safety/Risk Management**

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

#### **Equality and Diversity**

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

## **Training and Personal Development – Continuous Professional Development**

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

## **Patient and Public Involvement**

All staff will be expected to comply with S.242 of the NHS Act 2006.

## **Respect for Patient Confidentiality**

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

## **Environment and Sustainability**

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

## **Infection Prevention and Control**

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control Training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

## **Safeguarding Children and Adults**

All employees have a responsibility to safeguard and promote the welfare of children and adults including but not limited to patients, members of the public and colleagues. The post-holder will be responsible for ensuring they undertake the appropriate level of training in accordance with our safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust which are available on the Trust intranet pages

## **7. COMMUNICATION & WORKING RELATIONSHIPS**

- 7.1 The post-holder should have excellent communication skills. The role involves communicating amongst members of the multi-professional team and other agencies. The post-holder must be able to work across professional boundaries within the Trust and externally.
- 7.2 The post-holder will be clinically credible in their area of work and able to clearly articulate this in the clinical setting and at external MDT meetings.

- 7.3 The post-holder will be skilled in the communication of complex, sensitive, and potentially contentious information with empathy and understanding to patients/service users. The successful candidate will be accomplished at overcoming barriers to understanding where necessary.
- 7.4 Internal working across Children's Services delivered by Bradford Teachings Hospitals will be essential, supporting both acute care episodes where required and proactively supporting discharge to a community or home care environment.
- 7.5 The post-holder will build an appropriate professional relationship with families on their individual caseload in order to improve patient experience and evaluate what the specific needs of families in Bradford are in relation to Child Development Services.

## **8. SPECIAL WORKING CONDITIONS**

- 8.1 You will need to have a valid UK driving licence and access to a motor vehicle in order to carry out some elements of this role.
- 8.2 Travel between hospital sites is sometimes required in addition to home visits on occasions.
- 8.3 There will be occasions whereby you will be required to act as a lone worker and you will be provided with a lone worker safety device. In line with trust policy this lone worker device must be used as per lone worker policy.

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

## **9. JOB DESCRIPTION AGREEMENT**

**Jobholder's Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Head of Department's Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Head of Department's Job Title:**\_\_\_\_\_

## **Terms and Conditions:**

You will be appointed on Agenda for Change Terms and Conditions

### **1 Probationary Period**

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

<b>Length of Contract</b>	<b>Probationary Period</b>
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

***Probationary periods do not apply to internal moves/transfers and promotions***

### **2 Pension Scheme**

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at [www.nhsbsa.nhs.uk/member-hub/cost-being-scheme](http://www.nhsbsa.nhs.uk/member-hub/cost-being-scheme).

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

- 3. Annual Leave**

The leave entitlement for this job is \*262.5\* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to \*277.5\* hours, pro rata after 5 years NHS Service and to \*307.5\*, *pro rata* hours after 10 years NHS Service (inclusive of Bank Holidays).
- 4. Health Screening**

The post is subject to health screening, as appropriate to the post.
- 5. Special Conditions**

The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post.
- 6. Sickness Absence**

Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for

Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the "Agenda for Change" staff Terms and Conditions via the Department of Health Website [www.nhsemployers.org](http://www.nhsemployers.org) , or the HR Pages of the Trust Intranet.

**The Foundation Trust is a NO SMOKING Employer** - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

### **General Data Protection Regulations**

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

### **Disclosure and Barring Service**

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.