

Neonatal Community Assistant Practitioner Band

Job Description &
Person Specification



Our vision is to be the best rural District General Hospital
for patient and staff experience

Job Description

Job title: Neonatal Community Assistant Practitioner

Grade: Band 4

Department: Neonatal Community Team

Responsible to: Children's Community and Outpatient Team Lead

Professionally accountable to: Chief Nurse

Hours: 22.5 hours

DBS Clearance Level: Enhanced with Children

Job Description

The post holder will work as part of the Neonatal Community Team (NCT) and in collaboration with the Neonatal Intensive Care Unit (NICU) and Transitional Care (TC) to provide care and support to infants being cared for on NICU and TC through to discharge home.

The post holder will work collaboratively with the wider nursing and multi-disciplinary team (MDT) to support parents and carers to provide care to their babies in a variety of in hospital and community settings as directed by registered members of the team.

It is expected that the post holder will participate in health promotion and contribute to the safe and effective running of the NCT.

Main Duties & Responsibilities

Clinical Responsibilities

1. Support the nursing and MDT in delivery of evidenced based care quality care, in accordance with the patients specific individualised needs. Facilitating partnership and promoting family integrated care with every patient.
2. Support patients and their families at home, in NCT groups provision, with completion of observations, weights and measures and advice on basic management.
3. Provide individualised nursing and family centred care to the patients on the NCT caseload.
4. Update the wider NCT, and MDT with changes and developments in the patient's condition.
5. Participate in the assessment of the care needs of neonates through the interpretation of results, including through pulse oximetry, temperature recordings. And can implement and assess the care of special care and transitional care patients and escalate concerns appropriately.
6. Utilise risk assessments and measures , always maintaining a safe and clean environment, reporting hazards to senior team members and escalating concerns.
7. Work with families and carers to recognise concerns regarding the patient's safety, and act on their findings appropriately, including through escalation of safeguarding concerns.
8. Support families and carers to provide an environment to ensure developmental care needs are met.

9. Ensure Infection prevention and control guidelines and procedures are followed, and high standards are maintained.
10. Successful completion of either the special care of neonates, or transitional care courses.
11. Be able to respond quickly and initiate resuscitation of infants, ensuring prompt escalation to the neonatal team, or emergency services.
12. Promote family integrated care in dignified surroundings conducive to parent bonding. Assist mothers in their chosen method of feeding adhering to the Baby Friendly Initiative.
13. To work in other clinical areas depending on service requirements.
14. Maintain accurate and up to date documentation of care provided and any observations, to update Badgernet and report any relevant changes to the medical team in a timely manner.
15. To accurately measure and document weight and observations (Temperature, Pulse, Saturations and Respiratory Rate) and act upon result obtained appropriately.
16. After completion of competencies, be able to safely use and clean the equipment used on NICU, TC and NCT.
17. Be aware of cost effectiveness and the need to avoid wastage, to ensure adequate stock, safe storage and stock rotation are maintained.
18. Perform procedures including nasogastric tube insertion and feeding, administration of nasal-cannula oxygen, removal of cannulas, obtaining specimens, performing investigations, and assist the nursing, midwifery and medical teams where appropriate.
19. Ensure milk and specialist feeds are accurately prepared in accordance to dietetic guidance.

Communication Responsibilities

1. Ensure parents and carers are fully informed of changes to care and progress, either in person or by telephone.
2. To attend ward rounds where appropriate, supporting the communication between the inpatient and community team.
3. Participate in all aspects of postnatal education and discharge planning, liaising with the MDT.
4. To support the smooth transition from hospital to home through effective and efficient discharge planning.
5. To be able to always communicate effectively.
6. Be able to sensitively deal with difficult situations which frequently arise due to social issues, parental anxiety or cultural differences.
7. Act as an advocate on behalf of babies and their families, ensuring their best interests, rights and privacy are respected.

8. Maintain accurate legible contemporaneous documentation and record keeping, including on the Badgernet system.
9. To attend Trust Information Technology (IT) training in order to be able to access computer systems.

Professional Responsibilities

1. Accept personal accountability for own practice as a nursing practitioner.
2. Always maintain confidentiality.
3. Able to work autonomously in all settings, escalating the need for support or assistance in a time critical manner.
4. Be familiar with unit/hospital emergency procedures, be able to assist, and request assistance as required.
5. Be aware of local trust policies, and take active steps to keep up to dated, adhere to Trust uniform policy.
6. Act as a role model for staff within the service.

Education Responsibility

1. To attend relevant study days and educational sessions and keep updated on new techniques and procedures.
2. Maintain annual mandatory training requirements (Including safeguarding, Basic Life Support and Newborn Life Support).
3. Demonstrate parent and carer education to families.
4. Competent and able to demonstrate Basic Life Support (BLS) to Parents and Carers prior to discharge.
 - Take on the responsibility of a Link role and update other members of the team and resources as necessary.
 - Assist in the training of others within sphere of knowledge and experience.
 - Be responsible for identification of own continuing educational needs and development, in conjunction with appraiser.

Governance and Statutory Requirements

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation, available on the Trust intranet site.

Including;

Assisting in the setting of evidence-based clinical practice standards, supporting the development of clinical audit.

Participate in risk reporting procedures.

Ensure all equipment safety checks are completed.

Be aware of the complaints procedure, referring issues to the team lead/nurse in charge as appropriate.

Equal Opportunities and Diversity

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

Health and Safety & Risk Management

Employees must be aware of the responsibilities placed upon them under the Health and Safety Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times.

All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

Infection Control

All staff have a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. *Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged*

or passed to any unauthorised persons at any time during your employment or afterwards.

All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys etc) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust.

As a user of information you must be aware of your responsibilities, both legal and other, and comply with all policies and procedures issued by the Trust and associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.

Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.

Safeguarding Children/ Vulnerable Adults

All Staff within the Trust share a commitment to safeguard and promote a Child's or Vulnerable Adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with Children/Vulnerable Adults in their daily activities or provide services to adults with Children or Vulnerable Adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

Values & Behaviours

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.

THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY

Person specification				
Criteria	Essential/ Desirable	Means of assessment		
		A	I	Q
Qualifications/training and professional development				
Foundation Degree, Diploma of Higher Education (DipHe) Higher National Diploma (HND) or NVQ level 5	E	X		
Experience of working with Neonates	D	X		X
Experience				
Employed for a minimum of 6 months in a role within Health and Social Care	E	X		
Good interpersonal and communication skills; including clear, concise written, verbal and electronic documentation.	E	X	X	
Ability to manage own workload	E	X		
Experience in teaching parents and carers (others)	E	X		
Knowledge of safeguarding issues and procedures	E	X		
Willingness to undertake training in a variety of sites, as well as online.	E	X		
Good IT Skills	E	X		
Experience of caring for sick infants	D	X		
Experience of working within a hospital or community nurse setting	D	X		
Skills, abilities, and knowledge				
Ability to remain calm under pressure	E	X	X	
Ability to work well with a team as well as autonomously	E	X	X	
Have a flexible approach to working hours/shifts	E	X		X
Remain Flexible to approach of working and duties	E	X		
Able to prioritise caseload and service needs	E	X		
Be organised and forward-thinking	E	X	X	
Aptitude				
Professional appearance	E		X	
Demonstrate behaviours consistent to the QEHLK trust values (Kindness, Wellness and Fairness)	E	X	X	
Maintain an awareness and respect for colleagues, patients and families cultural, religious and emotional needs and beliefs.	E	X		X