

**DIRECTORATE OF WOMENS AND CHILDRENS****JOB DESCRIPTION**

<b>POST</b>	<b>Staff Nurse – Paediatrics</b>
<b>PAY BAND</b>	<b>Band 5</b>
<b>RESPONSIBLE TO</b>	<b>Sister/ Charge Nurse</b>
<b>ACCOUNTABLE TO</b>	<b>Head of Nursing</b>
<b>BASE</b>	<b>Diana, Princess of Wales Hospital / Scunthorpe General Hospital</b>

**ABOUT US**

The Humber Health Partnership is one of the largest acute and community Partnership arrangements in the NHS, seeing well over one million patients every year and managing a budget of over £1.3 billion.

Made up of two Trusts - Northern Lincolnshire and Goole NHS Foundation Trust (NLAG) and Hull University Teaching Hospitals NHS Trust (HUTH) - our Partnership has significant ambitions and is committed to delivering world-class hospital and community services for the 1.65 million people we serve.

Together we employ nearly 20,000 staff. Our five main hospital sites are Diana, Princess of Wales Hospital, Scunthorpe General Hospital and Goole and District Hospital, for NLAG and Hull Royal Infirmary and Castle Hill Hospital for HUTH.

As Teaching Hospitals working with the Hull York Medical School, we both lead and contribute to research in many areas - biomedical research, primary care, palliative medicine, cardiovascular and respiratory medicine, vascular surgery, cancer surgery and oncology.

We believe that by developing a diverse, inclusive, innovative, skilled and caring workforce, we can deliver excellent care to our patients and a great future for our employees, our Partnership and our community.

**ABOUT THE POST**

As a registered nurse working as part of the ward/department team, you will be responsible for assessing, planning, implementing and evaluating the care of children with both chronic and acute medical illness and for children undergoing emergency and elective surgery. You will be accountable for your actions and will have responsible for junior colleagues on shift.

## DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

- Registered nurse working as part of a ward/department team, responsible for assessing, planning, implementing and evaluating the care of children with medical and surgical illness.
- Promote a safe working environment for the children in our care.

### 1. PROFESSIONAL

- 1.1 As a registered nurse the postholder is personally accountable for their practice and must adhere to the NMC standards expected of them.
- 1.2 Be an effective professional role model for staff.
- 1.3 Maintain own professional development through ongoing education and development, ensuring that PREP requirements are met together with all mandatory training.
- 1.4 Adhere to the Trust Policy on Scope of Professional Practice, developing own sphere of practice with guidance from Sister/Charge Nurse.
- 1.5 Adhere to sickness reporting policy.

### 2. CLINICAL

- 2.1 Undertake comprehensive and holistic assessment of the nursing care needs of children.
- 2.2 Use this assessment to develop a plan of care, which is evidence based and planned in partnership with the child and their family wherever possible.
- 2.3 Implement the planned care, delegating duties appropriately and teaching other members of the healthcare team.
- 2.4 Evaluate the effectiveness of the nursing care provided and make adjustments to the care plan as necessary.
- 2.5 Advise on the promotion of health and the prevention of illness.
- 2.6 Maintain clinical records in accordance with NMC 'Guidelines on Record Keeping' and Trust policies.
- 2.7 Provide statements as necessary, within required time frames.
- 2.8 Act as an advocate for the children in your care.
- 2.9 Ensure multi-disciplinary care is provided through holistic assessments as identified during ward rounds or multi-disciplinary meetings.
- 2.10 Ensure medicines are stored, supplied and administered in accordance with Trust Medicines Code and NMC Guidelines for the Administration of Medicines and maintain own competence in this respect, reporting any learning needs to Ward Manager.

- 2.11 Perform required clinical procedures competently, recognise and seek the assistance of colleagues if you are not confident in performing the clinical procedure.
- 2.12 Respond to health emergencies and contribute to the resuscitation of children as needed.
- 2.13 Inform the Shift Coordinator of any circumstances in which safe care cannot, or has not been provided. In the absence of the Shift Coordinator these concerns should be escalated to the Ward Manager or Matron.
- 2.14 Competently use clinical equipment, undertaking relevant training as required.
- 2.15 Use IT Patient Information systems as necessary and in accordance with Trust policies, undertaking training as required.
- 2.16 Ensure appropriate and timely communication with patients and relatives/carers, advising, instructing and supporting them as needed and making use of support systems as appropriate (e.g. interpreters, chaplaincy).
- 2.17 Contribute to the development of patient information leaflets.

### 3. **LEADERSHIP/MANAGEMENT**

- 3.1 Undertake the management of the care of a group of patients over the period of the shift, organising appropriate support services.
- 3.2 Delegate work to junior colleagues on ward ensuring this is completed to an appropriate standard.
- 3.3 Ensure patients' property is handled in accordance with Trust policy.
- 3.4 Assist with monitoring of stock levels on the ward, ordering supplies as delegated by Shift Coordinator/Ward Manager.
- 3.5 Deal with any untoward incidents or complaints, in accordance with Trust Policies and Procedures and assist in their investigation and resolution in a timely manner.
- 3.6 Contribute to the evaluation of clinical practice through audit.
- 3.7 Regularly attend ward meetings.
- 3.8 Participate in daily ward checks to ensure a safe and clean environment for children, their family, staff and visitors. Promote compliance with:

Health & Safety  
Infection Control  
Fire Prevention Management  
Risk Management  
COSHH

- 3.9 Act as a Link Nurse for a special interest area, as needed.

#### 4. EDUCATION AND PRACTICE DEVELOPMENT

- 4.1 Participate in appraisal process, taking opportunity to identify and discuss own learning needs with appraiser.
- 4.2 Support the induction of new staff (including bank/agency), taking on the role of preceptor, as needed.
- 4.3 Demonstrate and teach nursing procedure to other staff, students (including post registration students), children and their parents/carers as necessary.
- 4.4 Participate in clinical supervision.
- 4.5 Act as mentor to nursing students.
- 4.6 Assist in developing and implementing innovative clinical and working practices, in consultation with senior nursing and medical staff.

**Please note:** This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances, following consultation with the post holder.

#### OUR VALUES



Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

## ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

### Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

### Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

### Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). this duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being

identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

### **Equality impact assessment**

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.