

**Guy's and St Thomas'**   
NHS Foundation Trust  
**JOB DESCRIPTION**

**1. General Information**

JOB TITLE:	Children's Community Nurse
GRADE:	Band 6
HOURS:	37.5 hours per week
RESPONSIBLE TO:	Team Leader of Children's Community Nursing Service
ACCOUNTABLE TO:	Matron / Lead Nurse

**Guy's and St Thomas' NHS Foundation Trust** comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

**Evelina London** is part of [Guy's and St Thomas' NHS Foundation Trust](#) and we are responsible for providing services for women and children. With over 3,000 dedicated staff, and led by an Executive Team and Board, we have significant devolved autonomy to focus operationally and strategically upon the needs of our patients. We also benefit from being part of a large and successful NHS foundation trust, whose values we share. We have an ambitious strategic development programme, with backing from Guy's and St Thomas'.

Every year, the number of children and young people Evelina London cares for, in hospital and in the community, continues to grow. We provide comprehensive health services from pre-conception, before birth, throughout childhood and into adult life. Evelina London is here for children, young people and women from London to South East England, and provides specialist care for families around the UK and across the world.

As the only NHS Trust in London with women's and specialist children's services on one site we have unique opportunities to provide excellent, high-quality, integrated care for mothers, babies and children. We operate through four clinical directorates: Neonatology and Medical Specialties, Surgical Services, Theatres and Paediatric Intensive Care, Children's Community Services and Women's Services.

Find out more [www.evelinalondon.nhs.uk](http://www.evelinalondon.nhs.uk)  
[Watch our short film](#) to see inside our children's hospital.

## Organisational Values

Evelina London is committed to the Trust five core values, and is developing a set of values statements to reflect how these values are expressed across Evelina London Children's Healthcare: people, their families, our colleagues and ourselves

- **Put patients first** - “**what would I want for my child?**” – We will always put children and young people and their families at the heart of everything we do
- **Take pride in what we do** –“**am I doing my very best?**” - We will always work to the best of our ability and ensure that what we do has a positive impact on children and young
- **Strive to be the best** – “**how could we do it better?**” We will actively celebrate good practice, challenge unacceptable behaviours, and aim to continually improve, and learn from other organisations and each other
- **Act with integrity** - “**am I doing the right thing?**” We will demonstrate consistency between

what we say and what we do; we will be open and honest, admit our mistakes and say sorry when appropriate

and appreciate the contributions of others, and we will be considerate in the way we interact with others.

- **Respect others – “what would it be like if I was ‘in your shoes’?”**

We will always value the views

## **2. Job Summary**

The post holder will work as an autonomous practitioner providing high quality specialist nursing care to children in their homes. The post holder will be responsible for facilitating early discharge, reduce length of stay and prevent hospital admissions. The post holder will provide clinical supervision to other staff, students and may undertake research, lead clinical audits in own specialist area. Ensuring the safety and well being of services users, and always working in a manner that promotes dignity and human rights through the adoption of person centered care principles.

## **3. Key Relationships**

Team Leader, Lead Nurse, Matron, Head of Nursing, Service General Manager, Service Delivery Manager, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff.

## **4. Duties and Responsibilities**

### **4.1 Clinical and Patient Care**

- Independently manage a group of patients within the specialty whilst working as part of the multidisciplinary team, delivering specialised individualised and personalised direct patient care
- Be responsible for assessing and recognising emergencies in the speciality. To interpret information and take appropriate action.
- Demonstrate appropriate practice and specialist advice in the assessment, planning, implementation and evaluation of patient care. This includes history taking, physical examination and the requesting of agreed diagnostic procedures/clinical investigations.
- Responsible for the correct administration of prescribed medication including transfusion of blood and blood products, to ensure safe custody of medications in the home setting.
- Be responsible for assessing and recognising emergencies in the speciality. To interpret information and take appropriate action.

- Act as an advocate for patients, to ensure a patient orientated approach to the delivery of care and to meet standards within the NHS Plan and other relevant guidelines.
- Ensure that patients' receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
- Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.
- Recognise and monitor acute exacerbations of illness and initiate appropriate nursing interventions.
- To carry out specialist procedures in the community settings eg administration of intravenous antibiotics, care of central venous access devices and changing of naso gastric tubes.
- To regularly attend and liaise with acute hospital colleagues to enable timely and safe discharge from hospital and appropriate follow up in the community.
- Is wholly accountable for his / her practice in line with the NMC code of professional conduct and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence.
- Ensure safe and effective care for complex patients requiring advanced specialist clinical skills and responsible for carrying out specialist nursing procedures to area.
- To assess care needs and liaise with other professionals in order to assist them to develop a care package and to provide clinical/professional advice relating to this.
- To use clinical judgement and expertise in assessing and implementing change during clinical visits eg:assessment of respiratory condition and management of change
- Ensures the cultural and spiritual needs of patients are recognised and accommodated within resources available.
- Support and enable patients and carers to make informed decisions relating to their treatment and management.
- Participate in case conferences in relation to the management of patients, ensuring the coordination of ongoing care.

- A key member of the multidisciplinary team in supporting patients and their carers during the delivery of bad news such as caring for the terminally ill patients and the event of death.
- Assess educational and information needs for patients and families, and devise plans to ensure need are met.
- To be an effective communicator with patients/carers/families regarding disease treatment and management. Provide advice contributing to the wellbeing of the patient and participate in health promotion to improve health and prevent re attendance.
- Promote high quality clinical care, and assist in the development of the ambulatory care service, through the use of evidence based practice and clinical standards
- Establish, develop and maintain effective working relationship between clinicians, practitioners and managers within the specialty, across the Trust and in the community including GP's, Health visitors, School nurses and the Children Community team
- Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review.

#### **4.2 Quality**

- Facilitate a high quality, cost effective specialist service through monitoring and audit and other quality initiatives agreed by the Trust
- Participate in key developments relating to the specialty so that high quality patient focused services are promoted.
- Enhance the interface between staff, patients and community staff.
- Attend and participate in multi-professional team meetings.
- Set, monitor and review standards of care on a regular basis and initiate corrective action plans
- Identify and intervene where circumstances contribute to an unsafe environment for patients and staff. To bring instances to the attention of the Matron/Nurse Consultant/Team Leader

#### **4.3 Education and Leadership**

- Ensure that the learning environment and specialist training is appropriate for both pre and post registration learners and participate in the development of appropriate programmes
- Contribute in the Trust's clinical supervision programme for staff
- Identify and raise awareness of the educational needs of patients and carers and implement appropriate education programmes
- Support and participate in education and training programmes and develop training packages as required.
- To assist in developing a culture that is challenging, stimulating, rewarding and supportive.
- To act as mentor/assessor to unqualified staff and to provide education, advice and support to ward and department nurses.
- Contribute and assist and foster a learning environment within the clinical area.
- To complete advanced assessment course or relevant PGDIP course related to role and any further training relevant to the role.
- To participate in education on a national and international level by attending, presenting at, and/or assisting in the coordination of study days/seminars/conferences etc.
- Be aware of the local equipment training programme for staff in relation to the Clinical Negligence Scheme for Trusts and maintain training records.

#### **4.4 Research and Development**

- Promote and undertake nursing research updating own knowledge to promote excellence in clinical practice.
- Utilise research findings in the delivery of specialist patient care, developing new ways of working and to disseminate relevant information to staff.
- Participate in and be aware of other clinical research trials for patients
- Participate and contribute to audit and research within the specialty in collaboration with colleagues.

#### **4.5 Management and Leadership**

- Demonstrate specialist knowledge and high standards of clinical practice and provide support or advice when necessary.
- Develop the role according to patients changing needs and research findings, within the resources available.
- Maintain accurate records of the clinical service and ensuring that confidentiality of information is adhered to.
- Organise own work and manage own caseload and practice, identifying and maintaining supportive networks for self and other staff members.
- To be fully aware of the targets set out in the NHS Plan and Corporate & Directorates objectives and in conjunction with the multi-professional team use the available resources to meet these targets.
- Provide specialist education to members of the clinical team, which facilitates learning and individual personal development.
- To be involved in the development, assessment and implementation of guidelines, protocols and pathways.
- To deputise for the Senior CAN/Team Leader in their absence

#### **4.6 Compliance and Governance**

- Take an active role in risk assessment, supporting implementation of strategies to minimise risk. Ensuring incidents and near misses are reported, through promoting a no blame culture.
- Ensure all staff act in accordance with Local, Hospital and Statutory Guidelines & Policies including Health and Safety initiatives.
- Will be familiar with the Health and Safety at Works Act, and be aware of its implications and ensure that local unit and departmental policies are followed.
- Will work in accordance with Corporate Objectives and ensure that all staff are aware.
- Will ensure that the Hospital's policy is understood and carried out with regard to the care and custody of drugs/medications, especially with regard to those covered by the Control of Drugs Act.

- Will be familiar with the Trusts fire, manual handling and C.O.S.H.H. policies to minimise risks to patients and staff.
- Will be fully conversant with the trust major incident plan, and understand the procedure.
- Take all possible precautions to safeguard the welfare and safety of staff, service users, visitors and the public, by implementing all policies related to health, safety, security and risk.

#### **4.7 Communication**

- To create an environment that fosters good communication between patient and health care professionals, that meets individual's needs.
- Be an effective communicator and be a role model in liaising with the community and other members of the health care team.
- Provide support mechanisms for sharing good practice within the Wards/Departments and Trust wide.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

#### **Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

#### **Information Governance**

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

## **Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

## **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

## **Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

## **Risk Management**

All post holders have a responsibility to report risks such as clinical and nonclinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

## **Flexible Working**

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

## **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 the specific duties relating to their role.

## **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

**Smoking Policy**

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

**Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.