



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Job Description

SECTION 1 : JOB DETAILS

| | |
|------------------------------|---------------------------------------|
| Job Title: | Junior Sister/Senior Staff Nurse |
| Contract Type | Permanent |
| Contract Hours | Mixed/Variable hours |
| Division/Directorate: | Children & Young People's Directorate |
| Department/Ward: | Children's Wards |
| Responsible to: | Ward Manager |
| Accountable to: | Senior Nurse |
| Base: | Princess of Wales Hospital |
| Band: | Band 6 |

Main Purpose of the Job:

The post holder will act as a deputy to the Ward Manager.

The post holder will be required:

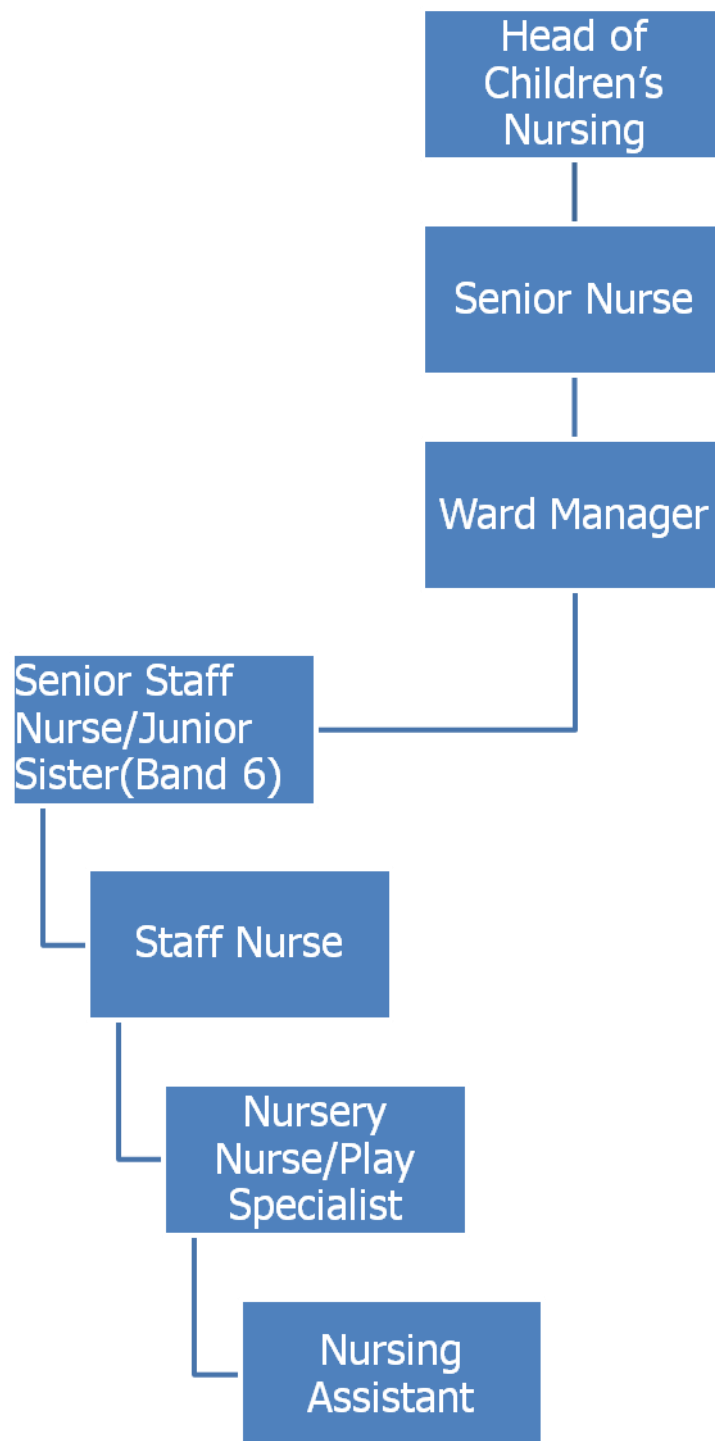
- Deputise for the ward manager, regularly taking charge of the department and ensuring that the standards and quality of care given to Children & Young People, together with the environment, in which the care is delivered, are maintained to a high standard.
- Be an effective leader and role model to junior staff and others.
- Work flexibly as a member of the ward team, and in support of the ward manager to ensure standards are being maintained, evaluated and where necessary improved.

The post holder is required to hold current registered with the Nursing and Midwifery Council.

Principal Duties:

- To work as a member and supervise the Nursing Team, to deliver responsive and flexible acute nursing care and support to children and young people with health care needs in a hospital setting.
- To function as an autonomous and competent practitioner in the assessment and delivery of high standards of care and treatment, acting as a key worker for families, and lead professional for the nursing team.
- To work in collaboration and partnership with other agencies who deliver services to children and young people.
- To support (personally and through the team) the smooth transition of school age children with chronic and life limiting illnesses to adult care services.
- To provide specialist advice and education of a high quality standard which is child and family centred, and is based on assessed need which promotes social inclusion.
- To professionally contribute to service performance targets, at both local and national level. To meet objectives pertaining to Children and Young People's health care, and integrated multi-agency pathways for chronic, life-threatening and life-limiting conditions, ensuring pathways engage families as well as identifying future service provision requirements.
- To work with the Community Children's Nursing Team in the implementation of the Framework for assessing children and families for continuing care packages, ensuring fairness and consistency.
- To ensure early identification of those requiring community care and facilitate a fast-tracking process to ensure needs are met as quickly as possible.
- To promote the use of advanced care plans, including end of life care pathway for those reaching the end of life.
- To support and educate colleagues and other health care professionals involved in the care of children and young people.

Organisation Chart



SECTION 2

1. Communications and Relationships skills

- Communicating highly sensitive, complex information surrounding diagnosis, prognosis, treatment and bereavement on a regular basis.
- Providing information in a way that is suitable for the child/young person,

their carers and families, including the manner in which the information is disseminated, complexity and language used and the timing of its giving.

- Maintaining an avenue of communication with hostile, antagonistic clients who may not accept decisions relating to their child's care.
- Ensuring effective communication channels within the Acute Service and the Community Children's Nursing Team to ensure that the child and family are given the right type and level of support.
- Communicating effectively and work collaboratively with health and other professionals to ensure the delivery of a safe coordinated multidisciplinary package of care.
- Providing specialised advice to clients, carers, other professionals and groups to promote the understanding and aims of the service.
- Collecting, collating, evaluating and reporting on information, including communicating detailed information to clinical colleagues and others, maintaining accurate patient records and documentation.
- Adhering to the Health Board's Information Governance processes.
- Participating in meetings, conferences and education sessions to promote the services provided by the Team.

2. Knowledge, Training and Experience

- Acting as a specialist resource and educator for members of the Team, sharing specialist skills and knowledge in care and management of children and young people with health care needs.
- Using specialist postgraduate theoretical knowledge and practice, will ensure the importance of knowledge and learning to maintain standards in children and young people's acute care.
- Assist the Ward Manager in managing the Team to empower and facilitate other professionals to meet the health care needs of children and their families/carers.
- Adhere to the NMC Code, and work with the Scope of Professional conduct Guidelines as per Nursing and Midwifery Council.
- Act as a supervisor, mentor and facilitator to junior staff and students.
- Undertake continuous professional development, including clinical supervision activities, in order to enhance knowledge, skills, values and attitudes needed for safe effective and evidence based practice.
- Participate in the Health Board's Personal Development Review process, acting a both a Reviewer and Reviewee.
- Ensure continual updating of personal clinical knowledge of care of children and young people, which is reflected in clinical practice.
- Being conversant with Welsh Government Care Policies for children and Young People, and assist in facilitating the local implementation of policy changes in practice.

3. Analytical and Judgmental Skills

- Assist the Ward Manager in developing, implementing and evaluating specialist treatment care programmes using investigative and analytical skills.
- Implementing plans of care following initial holistic and continuous assessment of the patients needs in partnership with the child/young person, family and significant others.
- Monitoring the health, wellbeing and safety of the vulnerable/challenging child/young person whose health/safety may be at risk due to significant harm or neglect by others/self using analytical and judgemental skills in decision making and accessing appropriate services.
- Compiling confidential information to inform senior management of clinical incidents at time of occurrence e.g. incident reporting and review forms.
- Assisting the Ward Manager to undertake investigations and reviews of incidents providing comprehensive reports to senior management.
- Making decisions and resolving professional dilemmas and conflicts using analytical skills whilst balancing rights, needs and perspective based on the best available information.
- Compiling complex reports regarding patient care and management reports as required.

4. Planning and Organisational Skills

- Be accountable for and having clinical responsibilities for the ward or department in the absence of the Ward Manager and organising this effectively and efficiently with regard to clinical priorities, service targets and use of time.
- In the absence of the Ward Manager, be accountable for the appropriate delegation of work to junior nurses, healthcare support workers and students.
- Assist in the planning and delivering competency-based clinical teaching for the parents, carers and other staff.
- Attend patient related or other operational meetings as required.
- Support staff in Education, Social and the Voluntary Sector, by attending reviews, meetings and updates.
- Actively participate in meetings, steering groups and policy making forums.

5. Physical Skills

- Be competent, accurate and highly developed in managing procedures, manipulation of objects and/or people, which include:
 - Using a keyboard.
 - Undertaking clinical tasks e.g. blood samples, blood pressure recordings.

- Speed and accuracy of clinical skills.
- Medication management.
- Teaching patients/carers/staff in clinical skills development.
- Moving and handling of both patients and objects.
- Management and correct handling of medical devices etc.

6. Patient/Client Care Responsibilities

- Assist in the delivery of an Acute Hospital based Nursing care service for children & young people, providing accountability and responsibility for patient care.
- Be accountable and responsible for the assessment of the child/young person's needs, implementing and evaluating programmes of care.
- Support the children/parents/carers to use and develop their own strengths and expertise to meet responsibilities, secure rights and achieve change to maximise the child's potential.
- Formulate specialised and appropriate plans to enable the smooth transition of school aged children from the Paediatric Services to Adult Services.
- Contribute to ongoing planned treatment/care, maintenance of nursing records and patient care management.
- Take into account legal and ethical consideration when planning and delivering programme of treatment/care.
- Be accountable and responsible for decision making to ensure that individual programmes are provided/transferred to the most appropriate setting e.g. home, school or other setting.
- Be accountable and responsible for the safe discharge of patients.
- Maintain accurate, comprehensive and up-to date documentation and communicating assessment and treatment results to appropriate professionals in the form of reports and letters.

7. Policy and Service Development/Implementation

- Comply with the organisational and departmental policies.
- Work with the Team in the development of Board Policies and the strategic development of Children's Nursing Services.
- Contribute to policy development and proposing changes which impact on service delivery.

8. Financial and Physical Resources:

- Ensuring effective and economical use of resources.
- Being responsible for the safe use of equipment and security of materials.

9. Human Resources:

- Providing clinical supervision to junior members of the Nursing Team.
- Allocating duties to other team members in the absence of the Ward

Manager.

- Assisting the Ward Manager in the monitoring of sickness and absence records.
- Assisting the Senior Nurse in workforce planning by being actively involved in the recruitment and retention of staff.
- Ensuring effective planning of staff rotas as per Health Board policy.

10. Information Resources:

- Being responsible for information resources, including data entry, storage and retrieval including sensitive information.
- Adhering to the Health Board's Information Governance Policy.
- Utilising electronic patient information systems e.g. WPAS, paper based records.
- Compiling complex reports regarding patient care and management reports as required.
- Submitting work plans, personal mileage and expenses claim.
- Being actively involved in the collection of appropriate data and statistics required.

11. Research and Development:

- Undertaking the measurement and evaluation of own work and current practices through the use of audit, best practice and outcome measures, both individually and with peers.
- Participating in research projects and maintains up-to-date knowledge about current research and evidence based practice.
- Participating in clinical supervision using appraisal and reflective practice to ensure clinical practice is evidence based.

12. Freedom to Act :

- Working autonomously within a multi-disciplinary framework.
- Accountable and responsible for own practice.
- Responsibility for the competency and confidence for others to carry out delegated tasks.
- Providing advice, guidance and professional expertise as requested by other agencies/peers.

Effort & Environment Factors:

The information requested below is for supplementary purposes, to support an accurate job matching outcome, by clearly identifying the post holder's exposure to certain conditions whilst undertaking the job role.

13. Physical Effort

- Frequently providing moderate levels of physical, repetitive effort to fulfil role.
- Walking, standing frequently, carry equipment, moving furniture,

moving and handling of children/young people for treatment, driving within the Cwm Taf Morgannwg locality and beyond.

- Inputting data (VDU).

14. Mental Effort

- Responding and dealing with unpredictable crisis situations within a hospital setting.
- Managing own stress and that of others.
- Intense concentration required for patient assessment and observation, compilation of reports, patient meetings, reviews, discussions, staff and Directorate meetings.
- Responsibility of patients, keeping constant current knowledge of care of the children/young people.
- Prolonged concentration on multiple tasks, demonstrating ability to possess high levels of concentration, judgements skills, decision making and prioritising of work.
- Responsive to interruptions and ability to be emotionally resilient.

15. Emotional Effort

- Managing frequent exposure to highly distressing and emotional situations such as terminal care, identifying and dealing with Child Safeguarding issues, children/parents with learning disabilities, mental health, substance misuse, supporting parents through bad news/diagnosis, staff emotional issues.
- Dealing frequently with the child's/parents anxieties in relation to their condition, treatment and prognosis.
- Collecting and compiling highly sensitive/complex information to higher management, legal action, health and safety.

16. Working Conditions

- Managing frequent exposure to highly unpleasant working conditions and ensuring optimum safety controls are in place.
- Frequent exposure to uncertain/unpredictable situations in a hospital environment.
- Frequent exposure to and contact with unpleasant conditions – verbal aggressions, body fluids.
- Frequent stressful situations of dealing with children with acute and/or life threatening illnesses.

SECTION 3

KSF Post Outline

| Dimension Type | Dimension Number | Dimension Name | Foundation Gateway (Subset Outline) | | Second Gateway (Full Outline) | |
|----------------|------------------|---|--|---------------------|----------------------------------|---------------------|
| | | | Level | Indicator(s) | Level | Indicator(s) |
| Core | C1 | Communication | 3 | A,B,C,D,E, F | 3 | A,B,C,D,E, F |
| Core | C2 | Personal and People Development | 3 | A,B,C,D,E, F,G | 3 | A,B,C,D,E, F,G |
| Core | C3 | Health, Safety and Security | 3 | A,B,C,D,E, | 3 | A,B,C,D,E, |
| Core | C4 | Service Improvement | 3 | A,B,C,D,E, F,G | 3 | A,B,C,D,E, F,G |
| Core | C5 | Quality | 2 | A,B,C,D,E, F | 3 | A,B,C,D,E, F,G |
| Core | C6 | Equality and Diversity | 2 | A,B,C,D | 3 | A,B,C,D,E |
| Specific | HWB 2 | Assessment & Care Planning to Meet Health and Wellbeing Needs | 3 | A,B,C,D,E, F,G | 4 | A,B,C,D,E, F,G,H |
| Specific | HWB 3 | Protection of health & wellbeing | 2 | A,B,C,D,E | 3 | A,B,C,D,E, F,G,H |
| Specific | HWB 5 | Provision of Care to Meet Health and Wellbeing Needs | 3 | A,B,C,D,E, F,G,H | 3 | A,B,C,D,E, F,G,H |
| Specific | G6 | People Management | 2 | A,B,C,D,E, F | 3 | A,B,C,D,E, F,G,H |

SECTION 4

Normal Hours

As indicated in Job Summary.

Performance Appraisal

You will be expected to participate in the Performance Development Programme, a part of which is Performance Appraisal.

Registered Health Professional

All employees of Cwm Taf Morgannwg University Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Job Limitation

At no time should you work at a level outside your level of competence. If you have concern regarding this please discuss immediately with your Line Manager/Supervisor. All staff therefore have a responsibility to inform those supervising their duties if they do not feel competent to perform a duty/task.

You must be aware of your Agenda for Change Terms and Conditions of Service (read your Statement of Main Terms and Conditions). If relevant to your role access advice and support from appropriately qualified persons in respect of on-site, on-call and call in arrangements.

Staff have a responsibility to access Occupational Health and other support for advice in times of need.

Risk Management/Health & Safety

The Cwm Taf Morgannwg University Health Board is committed to protect its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the relevant Risk/Occupational Health & Safety Policies, actively participate in this process and have responsibility for managing risks and reporting exceptions.

Records Management

As an employee of Cwm Taf Morgannwg University Health Board, you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users. You should consult your manager if you have any doubt as to the correct management of records with which you work.

Confidentiality of Information

Any matters of a confidential nature must not be divulged or passed on to an unauthorised person(s) or third party under any circumstances either during or after employment except in the proper course of your employment or as required by law, by Cwm Taf Morgannwg University Health Board or both. Any such breach of confidentiality may be regarded as gross misconduct and may lead to disciplinary action.

Training & Development

All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

Review

The duties of this post are not inflexible and will be reviewed periodically and may be changed to be consistent with the grading of the post as the organisation develops following consultation with the post holder.

Equality

The Cwm Taf Morgannwg University Health Board will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for their own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which

does not cause offence to another person. The Cwm Taf Morgannwg University Health Board is also committed to providing a safe, healthy and fair working environment and will take all practicable steps to avoid and eliminate harassment of any kind of its employees at work.

Signed: (Post Holder)

Date:

Signed: (Line Manager)

Date:

Signed: (Care Group Manager)

Date

Date Job Description compiled:

Date for review:



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Person Specification

| Job Title: Junior Sister/Senior Staff Nurse | | Band: 6 | |
|--|--|---|--|
| Department: Children’s Wards Responsible to: Ward Manager | | | |
| Area | Essential at recruitment | Desirable | Assessed by |
| 1.Education/Qualifications / Training | <ul style="list-style-type: none">• Current NMC registration.• Registered Nurse (Child).• Nursing Degree or equivalent skills, knowledge and experience.• Specialist postgraduate theoretical knowledge and practice in children and young people’s acute care.• Teaching & Assessing Qualification (or working towards).• Evidence of CPD. | <ul style="list-style-type: none">• 1st Line Management Course.• Communication skills training. | Application Form Interview Production of evidence (certificates etc) References |
| 2. Experience | <ul style="list-style-type: none">• Significant and appropriate | <ul style="list-style-type: none">• Evidence of | Application Form |

| | | | |
|---|---|--|--|
| | post-registration experience. <ul style="list-style-type: none"> • Experience of working with children with life threatening or life limiting illnesses. | developing initiatives within the Department. | Interview References |
| 3. Skills | <ul style="list-style-type: none"> • Ability to assess/plan/evaluate care for children and families. • Excellent communication skills. • Ability to work independently. • Ability to pass on skills, knowledge to others within formal and informal settings. • Good organisational skills. • Good interpersonal skills. • Ability to work with parents. • Ability to work within a multi-disciplinary team. • Committed and contributes to personal and team development. • IT skills. | <ul style="list-style-type: none"> • Ability to adapt to change within work situation. • Critical appraisal ability. • Presentation skills. | Application Form Interview References |
| 4. Knowledge Describe the theoretical and practical knowledge and understanding required to perform the role e.g. knowledge of Systems/Processes & Procedures/Relevant Local and/or National Initiatives etc. | <ul style="list-style-type: none"> • Postgraduate theoretical and practical knowledge in nursing children or equivalent skills and knowledge. • Awareness of current professional nursing/social and educational issues in supporting children & young people with continuing care | <ul style="list-style-type: none"> • Knowledge and appreciation of cultural diversity. | Application Form Interview References |

| | | | |
|--|---|---|---|
| | requirements. <ul style="list-style-type: none"> • Knowledge of Children, Young People, Maternity Services NSF. • Knowledge of Children & Young People's Single Plan. | | |
| 5. Personal Attributes Describe the attitude and personal disposition required of the post holder i.e. self-motivated/committed/enthusiasm | <ul style="list-style-type: none"> • Approachable. • Team worker. • Able to manage stress. • Highly skilled communicator. • Non-judgemental. • Highly motivated and enthusiastic. • Innovative. • Forward thinking. | <ul style="list-style-type: none"> • Welsh speaker or learner. | Interview References |
| 6. Circumstances e.g. Mobility/Availability-special attendance requirements | <ul style="list-style-type: none"> • Flexibility as post involves internal rotation, as well as rotation into the community should the need arise. | | Application Form Interview |
| 7. Physical Requirements and attributes (include any specific health requirements) | <ul style="list-style-type: none"> • Able to undertake the full remit of the role. • Flexible and able to work shift pattern. • Able to travel to other UHB locations if required to work. | | Application Form Interview Occupational Health Questionnaire |
| 8. Any other special requirements not covered by 1-7 above | <ul style="list-style-type: none"> • Satisfactory DBS clearance. | | Interview References |

Essential: Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

Desirable: - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview

Signed: (Post Holder)

Date:

Signed: (Line Manager)

Date:

Signed: (Care Group Manager)

Date

Date Person Spec. compiled:

Date for review: