

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Staff Nurse
Band:	5
Directorate:	Families Care
Department:	Ward 10 - Paediatrics
Base:	Yeovil District Hospital
Responsible to:	Senior Sister/Unit Manager

Job Purpose:

- To provide effective care on a daily basis for babies, Children & Young People (CYP) 0-18 years of age with a wide variety of acute & chronic physical and mental health problems including 'End of Life' care.
- Experienced Band 5 post holders will also provide effective clinical and managerial leadership of a team in the absence of more senior colleagues, which empowers staff to deliver patient-centred, evidenced based nursing care.
- Establish use of systems that are in place on the Unit for a multi-disciplinary approach to patient care delivery which builds on the philosophy of greater involvement of patients and their parents /carer's and families by using the Trust's patient and public involvement strategy.

Date of Job Description: August 2023



Duties and Responsibilities

Communication and Key Working Relationships

- Communicate with patients, relatives and carers sensitive clinical information in a way that takes into account the child's developmental stage and level of understanding.
- Communicate with colleagues, internal and external contacts in a courteous, professional and timely manner at all times by various methods, i.e. telephone, written, face to face
- Participate in team and Trust meetings as required
- Assist with mentorship, training and induction of newly appointed staff
- Report any incidents by way of Trust Incident Reporting system

Planning and Organisation

- Prioritise own work efficiently and effectively to ensure Trust targets are met.
- Able to take responsibility for a team and in the absence of more senior colleagues for the Unit ensuring that the compliment and skill mix of staff is appropriate to deliver the service adjusting the roster where necessary.
- Ensure patient safety and comfort is maintained throughout their journey and that they are admitted and discharged in a timely manner.

Analytics

- Makes decisions, following discussion with appropriate staff members with regard to the clinical intervention required, based on the analysis and interpretation of clinical facts on a daily basis and in critical situations.
- To support and assist and take part in and ensure national, trust & local audits are completed within the time stated. To understand and interpret results and formulate any action plans necessary to ensure best practice and patient safety is optimum.

Responsibility for Patient / Client Care, Treatment & Therapy

- Deliver safe and compassionate patient centred care being responsible for the assessment, reassessment, implementation and evaluation of this care.
- Responsible and accountable for ensuring care plans are amended as patients care needs dictate and evaluated on a daily basis and when clinical need demands.
- Respond to patients, parents & carers queries in a timely fashion
- Using experience and acquired knowledge to advise clinical colleagues of standard speciality practice to avoid delay in patient care.
- Able to teach core nursing skills on a one to one or group basis and those relating to a specialty, support staff and students.
- Able to provide teaching to parents/carers of children with complex needs
- At all times, maintain the safety of children by being responsive and reactive to safeguarding concerns and issues.
- Ensure that patients are treated with dignity and respect at all times.
- Responsible for ensuring accurate documentation in accordance with NMC and Trust guidelines.
- To undertake training and competencies to be able to deliver care to all specialties on the Unit including Oncology and High Dependency patients.

Policy, Service, Research & Development Responsibility



- Works within the NMC standards and Trust policies/protocols and guidelines.
- Practices in line with the NMCs Code at all times.
- Be responsible for updating own professional development to increase knowledge as well as sharing and cascading knowledge to all colleagues.
- Maintain annual performance reviews and act on objectives set.
- Be involved, feedback and comment on quality improvement proposals/changes.

Responsibility for Finance, Equipment & Other Resources

- Responsible for repair and maintenance of equipment and report any faults and request replacement if necessary.
- Shared responsibility for the safe keeping of patients property
- Contribute to prudent stock control/maintenance
- Responsible for ensuring compliance with medical device training.
- As per the Trust Drug policy follow the safe ordering, storage and administration of medicines.

Responsibility for Supervision, Leadership & Management

- Responsible, on a shift by shift basis and in the absence of more senior colleagues for the supervision and management of all staff comprising Nurses, Health Care Assistants, Nursery Nurses and Receptionists.
- Supports with welcoming, inducting, training, mentoring of new staff into the team as required – including those helping the team on a short term basis.
- Act as a positive role model and lead by example.
- Assist with risk management, reporting clinical incidents, complaints and supporting Unit managers to learn from incidents and complaints in a positive manner to develop and change/improve practice. Provide statements to incidents as necessary.

Information Resources & Administrative Duties

- Knowledge to access and maintain specialised databases.
- Have a comprehensive understanding of Trust information systems/speciality systems.

Any Other Specific Tasks Required

- Attending meetings and study sessions as required to maintain professional development and re-validation requirements
- To work within all areas of Childrens Services as required.
- Becoming champions to provide links between all the different specialities within the Multidisciplinary Team e.g nutrition, diabetes and infection control.



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

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



Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<u>QUALIFICATIONS & TRAINING</u> <ul style="list-style-type: none"> RSCN/RN Child. Diploma/working or willing to work towards degree level 	E E	Interview & Application form
<u>KNOWLEDGE</u> <ul style="list-style-type: none"> Willingness to undertake training and develop competencies in the specialist skills of the Unit Speciality course or competencies in clinical skills Oncology, High Dependency Orthopaedic Supervisor/ assessor qualification/training 	E D D	Interview & Application form
<u>EXPERIENCE</u> <ul style="list-style-type: none"> Evidence of supervisory and mentoring skills Able to lead and work within a Team 	D D	Interview & Application form
<u>SKILLS & ABILITIES</u> <ul style="list-style-type: none"> Analytical skills to deal with interpreting complex clinical information. Ability to communicate in a professional way with people at all levels of understanding either face to face, on the telephone. e-mail or written communication. Basic computer literacy in I.H.S system in the organisation and basic word processing, email. Knowledge of relevant NHS legislation to include clinical governance/COSHH/Health and Safety/Infection Control/Clinical Waste/Manual Handling/PEAT/Confidentiality and the Data Protection Act Basic knowledge of the Patient and Public Involvement agenda Up to date knowledge of current evidence-based practice in nursing 	E E E E E E	Interview & Application form
<u>COMMUNICATION SKILLS</u> <ul style="list-style-type: none"> Evidence of a good standard of Literacy / English language skills 	E	Interview & Application form



PLANNING & ORGANISING SKILLS <ul style="list-style-type: none"> • Able to organise own time and time of others • Good decision making skills • Able to work as part of a team 	E E E	Interview & Application form
PHYSICAL SKILLS <ul style="list-style-type: none"> • Physically able to carry out the duties of the post, including bending, stretching, kneeling and walking for long periods of the shift • Empathy when giving sensitive information • Ability to motivate self and others • Ability to work on own initiative as required and within agreed policies and procedures • Accountability for own professional actions • Maintain NMC registration by undertaking the minimum clinical hours required to maintain registration and work within the NMC code of professional conduct 	E E E E E	Interview & Application form
OTHER <ul style="list-style-type: none"> • Flexible approach to work • Demonstrate respect for confidentiality at all times • Show initiative but also able to follow instruction as required • Willingness to use technology to improve standards of care and support to our patients 	E E E E	Interview & Application form
SUPPORTING BEHAVIOURS <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.</p> <ul style="list-style-type: none"> • Kindness • Respect • Teamwork 		



Department Organisational Chart

