

## Job description and person specification

<b>Job title:</b>	Specialist Nursery Nurse
<b>Band:</b>	4
<b>Accountable to:</b>	Associate Director of Integrated Community Paediatric Services
<b>Responsible to:</b>	Paediatric Nurse Lead/Children's Complex Care Lead

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

### First for our patients, staff, and the future



Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open, and learning culture that is inclusive and supports all staff to develop their careers. We

want to be recognised as a great place to work.

Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

### Our values

We believe that how we do things is just as important as what we do.

Our Trust values of fairness, inclusivity, respect, safety, and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation.

We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do.



[You can find out more about our vision and values by reading our five-year strategy \*\*First for patients, staff, and the future\*\* here.](#)

### **Job summary:**

#### **JOB PURPOSE:**

To provide 24/7 short break nursing care to children/young people with extreme complex health needs in the community setting including those who are dependent on technology for their survival

To work as a specialist nursery nurse, who in partnership with the child/young person and parent/carer, under the supervision of the Paediatric Nurse Lead, Children's Complex Care Lead, Complex Care Co-ordinator and other members of the Community Children's Nursing (CCNT) team, will provide where necessary, 24/7 short break nursing care to children/young people with extreme complex health needs.

Undertake on-going training required to be competent in carrying out the delegated acute nursing care needs of children/young people under the supervision of the Children's Complex Care Lead, Complex Care Coordinator and other members of the CCNT in the community. The nursing staffs remain responsible for assessing and planning of care.

Assist the Children's Complex Care Lead and Complex Care Co-ordinator, to create an environment that recognises parents/carers as key members, and is sensitive and responsive to their needs, allowing for the development of their unique relationship with their child/young person.

Assist the Children's Complex Care Lead and Complex Care Co-ordinator in targeting areas of identified assessed need in children/young people and parent/carers, in particular short break provision, and help with specialist nutrition, stimulation and behaviour management.

Be actively involved in promoting children/young people's development through play and assist with specific developmental plans and implement planned programmes of care in partnership with parents/carers and the multi-disciplinary team.

#### **KEY TASKS:**

- To communicate with the Children's Complex Care Lead and Complex Care Co-ordinator on a range of issues either written or electronic communication, telephone and verbally.
- To communicate with children/young people and their parent/carers verbally, using signing, written communication or the use of communication aids.
- To communicate in a range of circumstances including within the home environment, meetings, supervision, PDP, phone calls, home notes and report writing.
- Communication effectiveness will be improved by listening to and asking questions of the child/young person or parent/carers to gather information to pass on to other health care professionals. Observations of the child/young person, parent/carers and siblings and their body language may also be noted. Maintain accurate records of patient care, treatment and administration when delivering both acute & short break care.
- Manage barriers to communication which could include the mental health of the child/young person or their parent/carer or environmental e.g. lack of privacy to discuss issues in a child/young person's home. Managing the barriers will include having an understanding of the child/young person's health and best way of communicating with them using supervision time to discuss confidential issues.
- Records of all contact are maintained within the child/young person's case files/system one in line with legislation and Suffolk Community Healthcare policies and procedures. Use of home notes, memos and reports to share information and attending team meetings

- Communicating in accordance with legislation includes, maintaining confidentiality with regards to child/young person and/or parent/carer information.
- To take responsibility for the development and maintenance of own level of clinical and IT skills in order to maintain good practice by attending training courses, study days, conferences etc, and through individual study and reading.
- To feedback relevant information to colleagues as appropriate. Maintain own professional standards and education by completing annual core competencies & attending relevant study sessions, reporting back to team members and demonstrate learning into practice
- To attend specific on-going training regarding interventions & treatment for all children/young people with complex health needs, palliative/end of life and/or are technology dependant.
- To attend special interest groups and other professional training groups as appropriate.
- Attend all mandatory training as per Suffolk Community Healthcare policy.
- To participate in team development, case supervision and the Trust's appraisal system.
- To develop self through regular one-to-ones and receive clinical supervision as appropriate within professional role and guidelines.
- Recognise the need to access other professional skills and utilise appropriately.
- To contribute to the induction process for all new staff in the multi-disciplinary services and all students on placement.
- To communicate effectively in both verbal and written form to members of the multidisciplinary team, consultants and other health, education and social care professionals involved in a child/young person's care to share information, including making referrals to other services where necessary.
- To adhere to the protocols, policies, guidelines, procedures & management plans when delivering both acute & short break care to children/young people in the community, hospital & hospice setting and take appropriate action when dealing with an emergency situation, calling for immediate assistance.
- To be involved in the risking assessment process and risk management for individual children/young people with complex health needs, palliative/end of life and/or are technology dependant in the community setting.
- Ensure that staff report incidents and near misses in accordance with Suffolk Community Healthcare risk management/ incident policies. Promoting a blame free culture in reporting incidents
- To ensure adherence to Suffolk Community Healthcare and local Health and Safety policy and procedures and maintain safe environments and working practices e.g. lone working policy, boundaries policy.
- Comply with Suffolk Community Healthcare Infection Control Policies and conduct themselves in such a manner as to minimise the risk of healthcare associated infections.
- To comply with jointly agreed policies and procedures of the Local Safeguarding Board, including cooperating with the statutory safeguarding agencies in ensuring the safety and well-being of children/young people
- In collaboration with Children's Complex Care Lead and Complex Care Co-ordinator, develop and implement local policy and practice within the Children's Community Nursing Team, including referral and caseload management systems.
- To be involved in departmental projects, e.g. clinical audit, clinical governance as required.

- To demonstrate a clear understanding of own role and roles of other services and how they interact to provide effective family-centred care.
- To lead and assist where appropriate in the maintenance and organisation of resources.
- Be aware of keeping up to date with developments in practice; discuss with Complex Care Lead & Complex Care Co-ordinator in supervision any changes that need to be made to practice.
- Contribute to team meetings and the development of team policies. Improve yourself through on-going training to increase knowledge and skills.
- Maintain and observe confidentiality.
- To work within operational guidelines for service provision for children/young people.
- Be fully conversant with the policies and procedures of Suffolk Community Healthcare and know how to access them. e.g. data protection, confidentiality, child protection, lone working, moving and handling.
- Ensure the complaints procedure is fully understood.
- To support an identified caseload as directed by the Complex Care Lead, Complex Care Co-ordinator or named nurse and highlighting areas of need and changes in circumstances of the child/young person and/or parent/carer.
- Acute & short break care delegated is clearly written on a care plan & agreed with the Complex Care Lead, Complex Care Coordinator or named nurse and/or parent/carer. Any work beyond that outlined on the care plan is referred to a nurse. Work undertaken is discussed in supervision.
- Taking responsibility for organising and prioritising workload to include ensuring case notes are maintained, phone calls are returned and administrative work e.g. mileage forms, timesheets are completed on time.
- To support and participate in evaluation, audit and research activity within the services.
- Quality issues may include reporting problems with stores & equipment, office or home environment, complaints or problems with work load to the Paediatric Nurse Lead, Complex Care Lead, Complex Care Co-ordinator or member of the nursing team completing incident reports as necessary.
- Ensures all equipment is maintained and checked regularly. Accurately maintains nursing records and keeps care plans up to date.
- Be aware of and act in accordance with legislation, Suffolk Community Healthcare policies and procedures E.g. promoting equal opportunities, following equality and diversity policies and awareness of disability discrimination legislation
- Ensure that care plans and programmes of care recognise child/young person and parent/carers expressed beliefs, preferences and choices.
- Having awareness of relevant services which can assist the child/young person and/or parent/carer E.g. language line, refugee team, carers support team.
- Be aware of own actions and behaviour and the effect it can have on others.
- Value people as individuals and allow others to express their beliefs without judgement.
- To respect the individuality, values, cultural and religious diversity of children/young people and parent/carers and contribute to the provision of the service sensitive to these needs.

- To be aware of the effects of complex health needs and/or disability and provide advice to parent/carers on lifestyle changes and adaptations to the child/young person's social and physical environment, working alongside other appropriate professionals and agencies when indicated.
- To demonstrate the ability to reflect on ethical issues.
- To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of the service sensitive to these needs.
- Recognising discrimination amongst the team and acting upon it.
- Ensure child/young person and parent/carer and other agencies have a full understanding of the role of the CCNT and role of individual practitioner in relation to acute and short break care.
- Promotes the health, comfort, dignity, privacy and quality of life for children/young people. Maintaining confidentiality at all times.
- Assist health and wellbeing of the child/young person and liaise with the community nursing team in line with legislation, Suffolk Community Healthcare policies and procedures.
- To contribute to the appropriate assessment tools, nursing and short break as required for children/young people identified by the team leader, Complex Care Lead, Complex Care Co-ordinator or named nurse.
- Record and report assessments taken and identify potential risks involved.
- Ensure work/short break is outlined on a care plan that is discussed, agreed, delegated and signed by the named nurse, Complex Care Lead, Complex Care Co-ordinator or and parent/carer.
- Ensure all care & management plans, drug charts and protocols are up to date and signed by the appropriate people.
- Report to parent/carer, named nurse Paediatric Nurse Lead, Complex Care Lead, Complex Care Co-ordinator and other professionals of any changes in condition and/or circumstances of child/young person and parent/carer.
- Manage and prioritise own caseload as identified by the Paediatric Nurse Lead, Complex Care Lead, Complex Care Co-ordinator and named nurse.
- Formulate and review individual care plans for each child/young person within own caseload
- Maintain a safe environment including the availability, use, storage and disposal of equipment and maintain appropriate records for the checking and maintenance of equipment.
- Discussion of child/young person's identified assessed needs during supervision sessions and team meetings, offering information on how to meet those needs based on past experience, observation and training.
- Care plans are discussed, agreed, delegated and signed by Complex Care Lead, Complex Care Co-ordinator or named nurse and parent/carer and reviewed on a regular basis.
- Prepare for and assist with activities e.g. promoting emotional or social development, maintaining social interaction or supporting children/young people with their personal care ensuring they are consistent with the care plan and in line with team policies, legislation and procedures.
- Any risks will be reported through use of incident forms, child protection referrals and discussion with team members.

- All child/young person and/or parent/carer contact is recorded in the written and/or electronic case notes and feedback is given to the Complex Care Lead, Complex Care Co-ordinator or named nurse during supervision, care plans are reviewed with parent/carer to ensure the work/short break continues to be appropriate.
- Respect people's dignity. Ask permission where appropriate for specific tasks etc. washing, dressing, Venepuncture, skin care.
- Respect other people's views and decisions.
- To liaise with other professionals and the young person and their family to contribute to the completion of Health Action Plans, Life stories and This is Me work.
- To support parent/carers to carry out care & management plans designed to enable the child/young person to reach their full potential, offering general advice and guidance when requested and seeking support from the Complex Care Lead, Complex Care Co-ordinator, named nurse or other professionals as and when required.
- Assist/Instruct children/young and people/carers, providing direction and guidance on a range of clinical skills, behaviour management, communication and development activities, as directed as by Complex Care Lead, Complex Care Coordinator or named nurse, adapting to suit specific situational factors.
- Use of supervision and team meetings to discuss the on-going health and wellbeing needs of children/young people and parent/carers.
- Contributes to team meetings and offers feedback from any training or study days attended.
- All work/short break care undertaken is clearly written on care plans and discussed, agreed and delegated by Complex Care Lead, Complex Care Co-ordinator or named nurse and/or parent/carer .
- Liaise with appropriate team members/professionals to regularly update child/young person's identified assessed needs and any changes to their acute or short break care.
- Ensure that they have the relevant training and up to date skills to deliver acute and short break care to children/young people in the community setting.
- E.g. gastrostomy & tracheostomy management, venepuncture, skin care, use of equipment.
- Reports any unexpected changes or deterioration in a child/young person's condition and/or circumstances to the team members/relevant professionals and respond to the situation accordingly.
- To provide acute & short break care and support in a range of settings.
- E.g. home, school, hospice or hospital.
- All child/young person and/or parent/carer contact is recorded in the written and/or electronic case notes and feedback is given to the Complex Care Lead, Complex Care Co-ordinator or named nurse during supervision, care plans are reviewed with parent/carer to ensure the work/short break continues to be appropriate



## Person specification

Requirements	Essential	Desirable	Evidence
<b>Education and qualifications</b>	Level 3 Diploma in Childcare & Education (Formerly NNEB/ Diploma in Nursery Nursing) OR NVQ level 3 in Early Years Care & Education OR BA/BSc Degree in Early Childhood Studies	Safeguarding Level 1  Evidence of other post qualification, training and experience	Certificates/ Interview
<b>Experience and knowledge</b>	Awareness of Community Services Partnership working  Understand health and safety legislation for self and others	Ability to deliver nursing care to children/young people competently and safely under direction and supervision of senior staff  Previous experience of working in a relevant clinical area	Application form/Interview/References
<b>Skills and abilities</b>	Post qualification experience working with children/young people and parent/carers.  Evidence of working within acute or community setting	Nursing care of children who have complex health/palliative care needs  Nursing care of children who are technology dependent  Clinical skills, such as: enteral feeding, tracheostomy and seizure management, venepuncture, skin care, administration of medication, sleep studies, continence assessments.	Application form/Interview/References
<b>Personal qualities</b>	Team player  Able to work in team and independently  Able to organise own time and workload  Excellent verbal and written communication skills		Application form/Interview/References

	<p>Flexible approach to working hours/duties, including nights &amp; weekends associated with this post.</p> <p>Ability to travel to rural location</p>		
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## GENERAL NOTES

### CHANGES TO JOB DESCRIPTION

The duties outlined above are subject to changes, after consultation with post holder, which meet the needs of the service as a result of the full implementation of the Trust Plans.

### INFORMATION TECHNOLOGY

Staff are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

### MAJOR INCIDENTS

The post holder is required to conform to the Trust's Policy, Strategy, Plans and Procedures for Business Continuity Incidents, Critical Incidents and Major Incidents (including for Security and Fire incidents), and is to contribute to the planning for such events. This is to apply to all Trust areas of responsibility, including the Community. Furthermore, the post holder is to attend mandatory training sessions and validation exercises as required.

### HEALTH AND SAFETY

West Suffolk NHS Foundation Trust recognises the importance of having happy, healthy staff in order to deliver the outstanding care we are so proud of. The Trust offers a wide range of benefits to help staff maintain and improve their health and wellbeing. The post-holder will be expected to prioritise their own health and to make use of the facilities and services available to them. Every member of staff also has a responsibility to contribute to creating a happy, healthy work environment for others and to look out for colleagues' health and wellbeing.

### QUALITY IMPROVEMENT

Continuous quality improvement is a core responsibility for everyone. Every member of staff's work ultimately impacts upon the quality and safety of the care we provide. All staff are expected to participate in continuous quality improvement in their immediate work areas. Training and support is provided.

### FREEDOM TO SPEAK UP / TO IMPROVE

It is the pledge of the West Suffolk NHS Foundation Trust to never walk by an opportunity to make things better for staff, patients and relatives. It is the responsibility of all staff to highlight any areas of concern.



### CONFIDENTIALITY

In the course of their duties employees will have access to confidential material about patients and members of staff. On no account must information relating to patients/staff/individuals be accessed by **anyone** unless there is a legitimate reason, for example, medical staff in relation to direct patient care, investigation of a complaint. If there is any doubt as to the whether access is legitimate, advice must be sought from the Information Governance Team. Breach of this policy will be regarded as gross misconduct and could result in disciplinary action.

### INFECTION CONTROL

It is the personal responsibility of the post holder to adhere to the Trust policies and procedures outlined in the Infection Control Manual and any other Infection Control policies, procedures and practices which may be required from time to time.

### NO SMOKING POLICY

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

## Equality, Diversity and Inclusion

West Suffolk NHS Foundation Trust aims to ensure that no employee or job applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or

belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

This also applies to patients. The Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

## **DATA QUALITY**

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: accurate, legible (if hand written), recorded in a timely manner, up to date and appropriately filed.

## **FREEDOM OF INFORMATION**

As an employee of the Trust, you are required to recognise a request from the public for information in accordance with the Trust's Freedom of Information Policy. All requests must be sent to the Information Governance Team.

## **INFORMATION ASSET OWNERS (IAO)**

All Corporate Managers & Heads of Department are expected;

- To understand how information assets in their departments are used and for what purposes
- How information is created, amended or added to over time
- Who has access to the information and why
- Who the information is shared with and how
- Carry out any risk assessments regarding the safe handling of information
- Ensure that staff are aware of Information Governance policy regarding handling of information

More information is available from the Head of Information Governance.

## **CODES OF CONDUCT FOR NHS MANAGERS**

Managers are required to carry out their duties in a manner which complies with the Codes of Conduct for NHS Managers Directions 2002.

## **TRUST LEADERSHIP BEHAVIOURS**

The Trust is a system of interdependent parts; the success of one part often relies on another. The glue that binds these together is a clear sense of shared values which is essential to success.

These are the standards of behaviour expected of all those in a leadership role in the Trust.

### **1. Demonstrate shared values**

*Demonstrating our leadership values will allow the organisation to achieve our Trust core values. Leaders should work collectively to lead a connected organisation.*

### **2. Be positive**

*Be positive and encourage others. There is no place for cynicism in a leader.*

### **3. Build bridges**

*Commit to working across silos and breaking down barriers. Patients need seamless care, not silos.*

### **4. Support new ideas**

*Support people to pursue innovations. But be clear about the difference between taking risks, which may sometimes fail, and incompetence.*

### **5. Communicate well**

*Communicate to staff, patients and stakeholders with clarity, simplicity and honesty.*

### **6. Say sorry and thank you**

*The most important words in the language of leadership. Acknowledge when you should use them and show appreciation for a job well done.*

### **7. Build an effective team**

*Develop a real insight into your weaknesses. Construct a team that compensates for any weaknesses and challenges you where required.*

## **STANDARDS OF BUSINESS CONDUCT & CONFLICT OF INTEREST**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the register of interests either on appointment or when such interests are gained.

All employees are required to ensure they understand and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

## **FRAUD, BRIBERY AND CORRUPTION**

The Trust has a zero tolerance stance towards any acts of Fraud, Bribery and all staff should make themselves fully aware and understand the contents of the Trust's Fraud and Anti Bribery Policies. Any such activities will be subject to disciplinary and/or criminal action by the Trust.

## **STANDING FINANCIAL INSTRUCTIONS**

All staff must comply with the Trust Standing Financial Instructions when committing the Trust to expenditure, including staff related costs.

## **SUSTAINABILITY**

In supporting the Trust's policy on Carbon Reduction it is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## **ACTIVE TRAVEL**

The Trust supports the Cycle2Work scheme which helps an employee acquire a bike and safety accessories to the value of £1000, through their employer. An employee could make up to 42% savings on a brand new bike and safety accessories as they will not have to pay any tax on the benefit. There are 246 cycle storage spaces on the West Suffolk site.

*See the travel pages on the intranet for further details.*

## **NHS FOUNDATION TRUST**

Employees of West Suffolk NHS Foundation Trust automatically become staff members of the Foundation Trust, unless they choose to opt out.

On leaving the Trust, individuals automatically transfer to public membership, subject to their remaining in the catchment area, unless they request not to do so.

## **POLICIES AND PROCEDURES**

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which the Trust may amend from time to time.

## **COMMUNITY STAFF**

This also includes the policies and procedures that were in place for the community staff before they transferred into West Suffolk NHS Foundation Trust.

## **REVIEW & MONITORING**

This policy and procedure will be reviewed and monitored annually by the Executive Director of Workforce and Communication in consultation with Trust Council

**WEST SUFFOLK NHS FOUNDATION TRUST**  
**TERMS AND CONDITIONS OF EMPLOYMENT**

**Band 4 Salary Scale:**

Entry Level	£25,147 pa
Increment 1	£25,147 pa
Increment 2	£25,147 pa
Increment 3	£27,596 pa
Increment 4	£27,596 pa
Increment 5	£27,596 pa
Increment 6	£27,596 pa

**Pro rata for part time**

Until such time as local pay determination policies have been agreed by the Trust and implemented, the Trust will, in determining the salary, take due account of the pay rates for this post, in NHS employment and any changes to those rates which the Secretary of State for Health may authorise from time to time.

New entrants will normally enter the salary scale at the minimum of the scale.

**HOURS OF DUTY:** See NHS Jobs advert

**ANNUAL LEAVE:** 202.5 hours per annum plus public holidays (This is the annual leave entitlement for **full time employees who are working 37.5 hours per week, with minimum NHS Service** and will be pro rata for part time employees)

**PENSION SCHEME:** All staff are eligible to join the NHS Pension Scheme. Under the scheme, contributions are deducted at source from salary. Deductions will automatically be made for eligible employees unless they opt formally to withdraw from the scheme. In order to opt out, employees should contact the Pensions Administrator at NHS Shared Business Services on 0844 931 2005.

**PERIOD OF NOTICE:** Two months

**TERMS AND CONDITIONS OF SERVICE:** All terms and conditions of service are laid down by the West Suffolk NHS Foundation Trust, details of which can be seen in the HR Department.

**PROTECTION OF CHILDREN AND VULNERABLE ADULTS:** The Trust is committed to carefully screen all successful applicants who will work with children or vulnerable adults via the Disclosure and Barring Service (DBS police check). These applicants will be informed during the interview process of the screening procedure.

**RETIREMENT POLICY:** The Trust does not operate a compulsory retirement age for its employees and is committed to equal opportunities for all employees.

The Trust operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing. Employees should inform their

Line Manager in writing of their intention to retire, giving contractual notice in accordance with their contract of employment.

Written notification should be given even if the employee intends to return to employment with the Trust after accessing their pension.

Employees should consider their pension provision and take independent financial advice before making any decision in relation to their retirement. Employees need to give the NHS Pensions Agency a minimum of five months notice of their intention to retire and access their pension.

#### **LEASE CAR INFORMATION:**

The Trust operates a Lease Car policy, dependent on department facility, for those staff required to travel on Trust business in excess of 3,500 miles per year. If your department offers a 'business only' car, this can be provided at no cost and alongside managers discretion, or you can select a vehicle of your choice if you wish to have private use, and the appropriate charge will be made. Mileage will be paid at the Agenda for Change standard rate whilst waiting for delivery of your vehicle and, if you choose not to have a Lease Car, your business miles will be reimbursed at the rate of 24 pence per mile.

#### **SOCIAL AND GENERAL:**

The West Suffolk Hospital has two shops on site. Reasonably priced meals and snacks are available in the staff restaurant, and Courtyard Café. The hospital is sited in landscaped grounds and adjoins Hardwick Heath.

There is a swimming pool available to all staff at a subsidised rate, at the Moreton Hall Health Club. For further details, please refer to the Intranet.

The Trust has partnered with Abbeycroft Leisure to fund all staff free access to Abbeycroft Leisure centre activities; including Abbeycroft@home (live online and on demand group exercise classes) group exercise classes, gym and swim sessions, courts and pitches.

Abbeycroft@home offers live classes streamed every day, whilst the on-demand library of sessions are available to watch whenever you want. Classes include Zumba, clubbercise, Les Mills and much more.

#### **CHILDCARE:**

The Trust has an on-site Nursery, 'Busy Bees', accepting children from three months to five years. Enquiries can be made to the Manager by email to [westsuffolk@busybees.com](mailto:westsuffolk@busybees.com).

**April 2023**

Human Resources and Communications Directorate