



DELIVERING
OUTSTANDING
CARE AND
EXPERIENCE



RECRUITING,
DEVELOPING AND
RETAINING OUR
WORKFORCE



AN **ANCHOR**
IN OUR
COMMUNITIES



WORKING TOGETHER
WITH LOCAL HEALTH
AND SOCIAL
CARE PROVIDERS



DELIVERING
LONG-TERM
SUSTAINABILITY



Information pack for the post of

Paediatric Emergency Department Sister / Charge Nurse

Division of Urgent and Emergency Care

2024



**GOOD TO
OUTSTANDING**



Welcome from Chief Executive Hannah Coffey

Hello and welcome to our Trust! I am delighted that you are considering our organisation as a place to work.

This is a really exciting time for our patients and staff as we work with our local health system partners across Cambridgeshire, Peterborough and South Lincolnshire to deliver some key development projects that will shape the care we provide for future generations within the 900,000-strong catchment we serve. As well as building a new hospital at Hinchbrook and redeveloping our sites at Peterborough and Stamford to better meet the needs of patients, we are investing in a Trust-wide electronic patient record system and harnessing digital technology within our diagnostic services to enhance the quality and speed of diagnosis and treatment.

It's a great time to be joining TeamNWAFT where we truly value the health and wellbeing of our staff and encourage our leadership team to empower their teams to be the best they can be, to help them develop in their careers and, at the same time, ensure our patients can experience good quality care by people who are dedicated to serving their health needs.

If you are looking to develop your career in an environment that's primed for organisational change, where you can actively contribute to the quality improvements we are making for our patients and staff, then look no further for your next role.

A handwritten signature in black ink, appearing to read 'Hannah Coffey', with a long horizontal flourish extending to the right.

Hannah Coffey
Chief Executive Officer

Job Description

JOB TITLE	Paediatric Emergency Department Sister / Charge Nurse
GRADE	7
HOURS OF WORK	37.5
DEPARTMENT	Emergency Department
BASE	Hinchingbrooke Hospital
RESPONSIBLE TO	Emergency Department Lead Nurse
ACCOUNTABLE TO	Emergency Department Lead Nurse

Northwest Anglia NHS Foundation Trust

Northwest Anglia NHS Foundation Trust was formed in April 2017. We run three acute sites Peterborough City, Hinchingbrooke and Stamford and Rutland Hospitals. In addition, we deliver outpatient and radiology services at Doddington Hospital, the Princess of Wales Hospital, Ely, and North Cambridgeshire Hospital, Wisbech.

We deliver acute care services to a growing catchment of approximately 850,000 residents living in Cambridgeshire, Lincolnshire and the neighbouring counties of Norfolk and Bedfordshire.

Job Summary

To ensure the delivery of high-quality nursing care to the under 18 age group who attend the Emergency Department; to provide dynamic clinical leadership in order to develop the Emergency Department paediatric nursing team through effective line management; to provide paediatric expertise to the wider Emergency Department team.

Organisational Structure Chart and Key Working Relationships

Following the formation of Northwest Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form five clinical divisions:

- Division of Medicine
- Division of Urgent Care and Emergency Care
- Division of Surgery
- Division of Family and Integrated Support Services
- Division of Maternity, Gynaecology and Breast Services

The clinical divisions are key to our service delivery, and they are led by a triumvirate comprising a Divisional Director, Divisional Nursing Director, and Divisional Operations Director.

Key Responsibilities

- To proactively lead the paediatric nursing team to ensure the delivery of high quality and clinically effective patient care.
- To advise on, and be actively involved in, the management and ongoing development of paediatric services within the Emergency Department.
- To support and assist in the professional development of all staff with regards to high quality paediatric care and child safeguarding issues.
- To communicate effectively and co-ordinate multidisciplinary work within agreed timeframes.

A. Clinical responsibilities

1. Assess, plan, implement and evaluate paediatric care within agreed guidelines and pathways.
2. Ensure patient safety at all times and that patient's and relative's needs are met in a courteous, helpful, and compassionate manner.
3. Act as clinical leader and role model, sharing expertise with colleagues.
4. Deliver high quality and evidence-based nursing care, and ensure that colleagues maintain the same through ongoing training and audit.
5. Maintain accurate and comprehensive records of patient care, and ensure that colleagues maintain the same.
6. Promote effective relationships between the multidisciplinary team, both within the immediate clinical environment and across the wider Trust.
7. Ensure that any risks to effective patient care are raised through the appropriate channels

B. Planning and Organisational

1. Lead the paediatric nursing team in the development of clinical practice which is patient-centred, innovative and evidence based.
2. Work within a team of Emergency Department Sisters / Charge Nurses to enhance the professional development of the clinical team, ensuring that all staff work within the Trust's Behavioural Framework.
3. Maintain current and proficient clinical nursing skills within the Scope of Professional Practice Framework, and maintain a personal portfolio in line with professional revalidation requirements.
4. Be aware of national and local issues / trends in the development and provision of paediatric services and/or child safeguarding, and advise on issues pertinent to the Emergency Department and future service delivery.

C. Management

1. Take responsibility for shift management of the paediatric area/s of the Emergency Department, safely and efficiently managing flow and ensuring that care is delivered to the highest standards.
2. Have responsibility for paediatric aspects of nursing and/or departmental management and development, in liaison with the nominated departmental Consultant.
3. Provide direction, negotiate objectives and appraise junior members of the paediatric team using the Trust's appraisal programme.
4. Be involved in the development and maintenance of clinical standards and audit of clinical activities, and associated training / development initiatives.
5. Be aware of financial constraints and ensure that departmental resources are used appropriately.
6. Participate in the recruitment and development of departmental paediatric staff, and engage in activities to promote ongoing staff retention.
7. Take responsibility for specific development projects in conjunction with the wider team and initiate, manage and evaluate change in liaison with senior colleagues.
8. Ensure the positive management of complaints and initiate investigation into adverse events, taking any immediate action to minimise future risk.
9. Ensure that personnel within the Emergency Department adhere to Trust policies and take appropriate actions, if necessary, in liaison with Human Resource Advisors.

10. Liaise with other agencies and professionals to maintain good service provision and promote a culture which encourages the achievement of government set standards / KPIs in the interest of improved patient care and experience.

D. Educational

1. Maintain an innovative and effective learning environment, and encourage a culture of lifelong learning (both formal and informal, planned, and ad hoc).
2. Contribute to the delivery of relevant in-house education to enable nursing staff to meet their job description and individual continuing development needs in line with the Emergency Department Educational Strategy.
3. Carry out teaching and participate in staff development initiatives.
4. Contribute to the development of inter-professional and shared learning within the Department.
5. Maintain own skills level and competence through regular clinical working, and continue to develop theoretical knowledge via learning and research.

Working at our Trust

A. Our Values

Our Trust Values highlight the core principles and ideals of our Trust and underpin everything that we do. They establish the kind of people we want to be, the service we hope to provide and how we interact with our stakeholders and community.

The Values were created and selected by members of the public, patients and our staff, and highlight the principles we believe are the most important. They steer the decisions we make and guide the behaviour of our Trust family so we can accomplish our Vision.

We regularly measure ourselves against these Values, at every organisational level, so we can identify how we are living them and where we need to make improvements. The Trust board will monitor and review how the Trust performs against the values regularly, to ensure we provide the best possible patient care.



B. Your responsibilities to the Trust, our patients and staff

The Trust aims to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role, you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act by policies specific to your job role, which are covered at induction.

Equality and Diversity Policy

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

Health & Safety

You have a responsibility to consider yourself and anyone else that could be affected by the things you do or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures, and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, to maintain the health, safety and welfare of employees or others who may be affected.

Data Protection

You are to always maintain the highest standards of data protection and confidentiality, ensuring that person-identifiable data is held securely (including password protection and encryption) and that data held and entered into Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance by the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

Data Quality

It is your responsibility to ensure that any data collection required is accurate, timely, complete, and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

Customer Care

You are always required to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. So that you to understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

Values

How our staff live and work according to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

Infection Control

You have a responsibility to comply with Trust policies for personal and patient safety and prevention of healthcare-associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at the annual appraisal.

Smoking Policy

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

Confidentiality

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Safeguarding the welfare of children and vulnerable adults

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people, and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

Mandatory Training

You are required to attend mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line manager's support at the next available opportunity.

Raising issues of Concern

If you have any concerns about practices or processes within the Trust, you should raise this with your line manager. If you do not feel able to raise concerns directly you should access the Trust's haven procedures for raising issues of concern in confidence.