



ROLE PROFILE

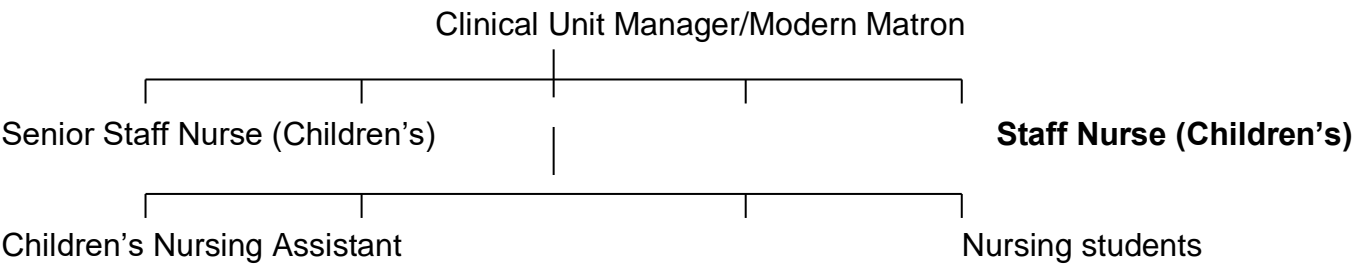
The role profile provides a description of a post. It plays an important part in helping you to understand the tasks and duties of your job, and will be used in the appraisal process.

Job Title:	Registered Nurse (Children)
Department:	Jacks Place
Responsible to:	Modern Matron
Accountable to:	Lead Nurse Children's Services
Based at:	London Northwest University Healthcare Trust
Grade:	Band 5

Summary of the role

- The post holder must be a registered children's nurse.
- They will be responsible for assessing, planning, implementing and evaluating the care needs of a group of children that attend the out-patience department
- The post holder will be required to co-ordinate the flow of the patients through the outpatient department,
- Supporting nursing colleagues
- The post holder will provide a high standard of care to children and their families.
- Supervision and support of junior qualified and unqualified members of staff, assisting with their on-going development at all times, is a key component of this role.
- The post holder will be an effective communicator, liaising closely with all users of the service in order to benefit the child's wellbeing.
- He/she has a valuable role in enhancing practice and meeting the clinical governance agenda of the department.

Organisation Chart



Role Responsibilities

Working relationships and communication requirements of your job

- To communicate effectively with staff and patients to ensure that the highest possible standard of care is provided to children and their families and that comprehensive is documented.
- Accurate recording of clinical signs and interpretation of same in relation to the child's clinical condition.
- Report to medical and or nursing staff on the condition and progress of patients
- To ensure the confidentiality of patient information at all times.
- To ensure the privacy and dignity of patients is paramount and not compromised
- To communicate effectively with staff and patients to ensure that the highest possible standard of care is provided to children and their families and that comprehensive information is documented.
- To participate in family education programmes
- To promote team working within the department.
- To recognise the importance of the play specialist and involve as necessary
- To respect the individuality, values cultural and religious diversity of patients and their families and contribute to a service provision sensitive to those needs

Level of Clinical responsibility

- To be a caring clinically competent registered children's nurse who ensures patient safety and well being is paramount at all times
- To be responsible for the assessment of patient care needs and the development, implementation and evaluation of programmes of care for children and their families.
- Prioritise patient care to ensure safe standards are maintained.

To be professionally accountable, to recognise and address own limitations and practice in accordance with the NMC Code of Professional Conduct and the Scope of Professional Practice.

- To participate in ward teaching programmes eg informal bedside teaching/ structured teaching
- To plan with family at the earliest opportunity, the discharge of the child liaising closely with all members of the primary health care team
- To ensure that all unit philosophy, policies and procedures are adhered to at all times and that any amendments are acted on immediately

Leadership and staff management responsibility

- To effectively manage care as team leader on a shift basis in the absence of a more senior member of staff.
- To support and supervise the nursing care of junior colleagues, students and unqualified staff.
- To act as preceptor to newly qualified nurses, facilitating the achievement of their competencies throughout their preceptorship period in close collaboration with the line manager and the nursing team.

To act as mentor to students and supervise and delegate to students ensuring that support and instruction is provided as appropriate

- To act as mentor to junior/new members of staff to ensure support and advice is provided as appropriate



- To work collaboratively with delegate and supervise the work of children's nurse assistants and other unqualified staff, ensuring support and instruction is provided as appropriate
- To effectively manage own time.

Financial responsibility

- To be aware of how to order stock and new equipment.
- To ensure that equipment is handled correctly and maintained in safe working order

Service Development and Improvement

- Assist in developing ward policies and in the implementation monitoring and evaluation of all policies and procedures
- To participate in any research undertaken within the clinical area
- Utilise resources effectively within the clinical area
- Adhere to Trust Policies and procedures relating to clinical care
- Ensure agreed standards of care are met
- To be actively involved in the children's department's clinical governance agenda by actively assisting with:-
 - The implementation of quality assurance programmes for the ward
 - Audit as required
 - The ward's education programme
 - Risk management procedures
 - Ensuring that practice is evidenced-based or in the absence of suitable evidence that it

is the best possible practice.

Responsibility for handling difficult/emotional situations

- To effectively manage interruptions and difficult /emergency situations you may face on a day to day basis.
- To be aware of the guidelines for dealing with difficult or aggressive families.
- Respond flexibly to the unpredictable situations that may require urgent attention.
- To assess and advise patients and relatives in crisis situations ensuring that their needs are met by the whole team.
- To prioritise on a day to day basis patient and service needs.
- To take appropriate action when complaints are reported in line with trust procedures.

Physical Working Conditions and Environment

- To ensure the ward environment is clean, safe, welcoming and child-friendly at all times
- As a member of the nursing team, participate in establishing a good working environment in which children can receive a high standard of care.
- To comply with unit health and safety procedures including fire procedures and to ensure that any ward incident is documented and drawn to the attention of the clinical unit manager/ modern matron immediately
- To ensure that equipment is handled correctly and is maintained in safe working order
- Employees must be aware of the responsibilities placed upon them under the Health and safety at work act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients visitors and employees

Knowledge, Training & Experience

- To have professional knowledge in nursing children acquired through registration with the NMC
- To be professionally accountable, to recognize and address own limitations and practice in accordance with the NMC Code of Professional Conduct and the Scope of Professional Practice.
- To have a working knowledge of the issues policies and procedures concerning child protection and safeguarding children and the application to clinical nursing practice.
- To demonstrate a commitment to personal continuing education.

Any other aspect of the role

- Your work base will be Northwick Park / Ealing Hospital but you may be required to work at any sites where the Trust provides Paediatric services, as determined by the duties of the post.
- The post holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

Patient and Public Involvement

- Section 242 of the NHS Act 2006 places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

Generic Responsibilities

- To comply with all Trust Policies and Procedures, which may be varied from time to time. Copies of the current policies and procedures are available from the HR Department or on the Intranet. In particular:
- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation, age or disability. To be trained in and demonstrate fair employment practices, in line with trust policies.
- To comply with the Trust's Smoke-Free Policy
- To adhere to the Trust's Infection, Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all healthcare associated infections including MRSA. In particular:
 - Observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations
 - Attend infection control training provided by the Trust as set out in the infection control policy
 - Contact Occupational Health in the event that an infection transmissible to patients is contracted
- To work in accordance with the Trust's policies on safeguarding children and vulnerable adults. Northwest London Hospitals NHS Trust is committed to protecting, safeguarding and promoting the welfare of children and vulnerable adults and expects all employees to carry out their duties in accordance with this commitment.

The North West London Hospitals NHS Trust

Person Specification

POST: Staff Nurse (Children's)

DEPT: Children's Services

Category	Essential	Desirable	Method of Assessment
Education/ Qualification	RSCN/ RN (Child)		Application Form
Skills/Abilities	Ability to develop clinical and professional skills pertaining to the care of children	Demonstrates Leadership abilities Competent in IV drug administration	Interview
Experience	Understanding of the role of shift leader including principles and priorities Evidence of continuing professional development	Rotation course for newly qualified nurses Shift management experience ENB 998/slice Demonstrates clinical teaching. Experience as preceptor/preceptee	Application form Interview
Knowledge	Working knowledge of child protection issues and application to practice Demonstrates up to date knowledge of professional and clinical issues. Awareness of national agenda for children		Interview

Additional Information	Commitment to a child centred service Able to give and receive advice/ constructive criticism. Willingness to work on both sites of the trust	Commitment to promotion of health	
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Role Profile Agreed In Partnership Between:

Job holder's name:
(or group representative)

Manager's name:

Signed:

Signed:

Date:

Date