

## JOB DESCRIPTION

**AFC No: N0551**

**JOB TITLE: Acute Paediatric Matron**

**BAND: 8a**

**DEPARTMENT: Acute Paediatric Wards**

**GROUP: WCH**

**RESPONSIBLE TO: Clinical lead Acute & Community Paediatrics**

**ACCOUNTABLE TO: Group Directorate of Nursing**

### JOB SUMMARY

1. Effectively lead and manage the nursing staff and support workers within the acute unit of the Acute and Community Paediatric Directorate, providing support in relation to service delivery and professional development issues.
2. Ensure Government and local objectives are met within the sphere of responsibility with particular focus on ensuring best practice for infection control, improving clinical care standards, providing a clean environment for care delivery and ensuring patients are treated with dignity and respect.
3. Ensure that high quality, evidence based, patient focused care is provided to all patients who are cared for within the acute paediatric unit.
4. In order to maximise staff skills, develop new roles and innovative ways of working that will enhance the service and develop staff whilst ensuring that standards are maintained and developed.
5. Effectively manage pay and non-pay resources; developing processes for ensuring bank/agency usage is within budget.
6. Lead in the development of operational care pathways with appropriate internal and external operational stakeholders, in agreement with Line Manager.
7. Promote cohesive working relationships between all paediatric departments ensuring effective engagement with specialist teams and within the multi-disciplinary team.



8. Involve patients and carers in decision making processes and the resolution of complaints.
9. Ensure staffing levels and skills mix of nursing and support staff are appropriate and flexible enough to deal with unexpected workload pressures.
10. Ensure that all staff receive an annual performance review and attend mandatory training. Through this process their personal development plan should identify other CPD needs, which will be addressed in accordance with Trust policies and available resources. The post holder is expected to monitor and report progress of L&D issues through the Directorate Management Reviews.
11. Maintain a highly visible presence to staff and patients by undertaking regular clinical nursing duties, acting as a role model and being involved in the evaluation of the standards of care provided.

### **MAIN RESPONSIBILITIES:**

#### **CLINICAL:**

1. Organise method of care delivery in conjunction with senior staff to ensure staff are working to organisational and professional standards.
2. Respond appropriately to capacity demands and patient dependency requirements, using professional judgement to ensure optimal usage of bed capacity and ensuring effective patient flow at all times.
3. Be an effective practitioner in providing clinical care (within own sphere of competence), with the ability to demonstrate highly specialised clinical expertise in the care of children and undertake regular clinical shifts.
4. Maximise opportunities for health promotion and education to patients and carers and ensure that a holistic approach is used for the care of patients.
5. Contribute to the continuous quality improvement; formally monitoring, maintaining, and regularly reviewing acceptable standards of care in conjunction with other members of MDT, leading the implementation of required change.
6. Act as a role model and teacher to all members of staff (including medical staff) sharing best practices.
7. Act as a key resource person to others providing information and advice to all members of the multi-disciplinary team, other agencies, patients and relatives.
8. Maintain knowledge of new developments in the care of children and speciality specific information and ensure accurate dissemination of such information.
9. Ensure the provision of advice, support and information to patients and families, being aware of their psychological/emotional needs and responding accordingly.

10. Encourage and support staff, patients and carers to influence and use available services, information and skills to the full, and to participate in the decision-making process.
11. To act as a patient advocate through the application of ethical, legal and professional knowledge and skills, ensuring staff are aware of the requirements of up-to-date guidance regarding the care of children.
12. Supervise, monitor, assess and advise ward /department managers to ensure professional and clinical standards are maintained at all times, taking appropriate action if these are not being met.
13. To ensure staff adhere to policies and procedures relevant to the delivery of care
14. Promote, and monitor all professional standards and local professional standards, ensuring that all nursing staff maintain NMC registration.
15. Be professionally accountable for own professional and personal actions, in accordance with the Scope of Professional Practice.

#### **MANAGEMENT / LEADERSHIP:**

1. Manage the nursing staff and support workers within a defined budget, including bank/agency staff.
2. Continually review the nursing establishment and skill mix/roles for all areas within the sphere of responsibility, in accordance with budgetary constraints, having an overview of recruitment and selection of staff and developing strategies to maximise staff retention.
3. Provide human resource management advice to ward/department/team leaders to include staff well-being, sickness/absence, grievance/harassment, monitoring staff performance and acting to identify and rectify all issues identified.
4. Work as an integral part of the Directorate Management Team (DMT) at a senior level informing and contributing to the agendas, influencing decisions regarding service delivery.
5. Contribute to budget setting and business planning for the department ensuring effective financial management.
6. Develop and manage operational systems and monitor their effectiveness for both financial and performance target achievement.
7. Develop a strategy for organising PDRs for the nursing staff and support workers within the departments, ensuring that agreed objectives are met and that appraisals are carried out for all nursing staff.
8. Contribute to the review and writing of operational policies, procedures and guidelines specific to the specialty, disseminating appropriately.
9. Undertake PDRs for the ward/department/team leaders and support them in undertaking the same for other team members.
10. Support, develop and empower staff to fulfil their roles.



11. Attend monthly Matron meetings, ensuring that agenda and minutes are available to the team, disseminating Team Brief and responding to issues raised through Team meetings
12. Ensure the optimal, economical storage levels and usage of supplies are maintained and monitored, in conjunction with the Management Team, and hold responsibility to authorise both staffing and physical resources for the departments, taking appropriate action to remedy any overspends.
13. Organise the co-ordination and monitoring of off-duty, annual leave, sickness, and absence within the department, and implement appropriate action to manage any difficulties.
14. Ensure implementation of Trust policies within area of responsibility.
15. To review processes within the departments and initiate improvements to ensure that standards are met and continually improved upon.
16. Contribute to the setting, implementing, and monitoring of organisational and local standards, in order to enhance the quality of care for all patients.
17. Define and implement departmental and individual objectives which reflect organisational goals in conjunction with appropriate internal stakeholders.
18. Ensure effective communication to patients, carers, visitors, members of the MDT and external agencies (such as police, social services, mental health agencies and coroner's office etc) where appropriate.
19. Promote collaborative working relationships and effective communication between all members of the multidisciplinary team, and relevant external agencies as appropriate.
20. Utilise information at departmental level, disseminating appropriate information as required to the nursing and multi-disciplinary team members.
21. Produce reports as required to the Group Management Teams.
22. Provide professional advice and guidance to all levels of the organisation as appropriate, ensuring Professional objectives are included within Directorate plans.
23. To work with the Directorate to identify needs and develop services to meet these needs.
24. Support for ward/department/team leaders in resolving local problems/conflicts, maintaining team dynamics at all times.
25. Supervise, ward/department/team leaders.
26. Prioritise and delegate to ward/department/team leaders as appropriate.
27. Contribute to the development and redesign of care.
28. Implementation of all statutory and national requirements and quality-based initiatives in order to improve the patient experience and comply with standards and targets.
29. Recognise ethical, professional, and legal issues which have implications for practice and ensure the Group Director of Nursing and Chief Nurse are informed together with any actions undertaken or planned.
30. Participate in regional, national networks and forums (where appropriate) to promote sharing / benchmarking of evidence-based practice, providing feedback to the department, group, directorate and Trust.

## **EDUCATION:**

1. Facilitate the education and development of the team, contributing to the teaching and assessing, mentorship and preceptorship programmes within the departments, developing succession plans and ensuring a supportive environment for colleagues and junior staff.
2. Promote and support the development of a dynamic and interactive learning environment which meets the needs of all learners and trained staff in the department.
3. Formally teach on induction programmes.
4. Promote the organisation at external events.
5. Identify appropriate areas to expand the clinical role of nursing staff within the department.
6. Take responsibility for own professional development, developing own skills within the Scope of Professional Practice and Trust development programmes. Attending any training/development activities required by the Trust and maintaining own personal development profile.
7. Provide input to personal development reviews for junior medical staff.
8. Demonstrate the use of relevant information and research findings to support and promote evidence-based practice within the clinical area.
9. Seek to be involved in external and internal networks to enhance practice in accordance with Directorate/Organisational objectives.
10. Promote use of reflective practice to enhance development of self and others.
11. Support staff through analysis of critical incidents.
12. Maintain own personal and professional profile as required by NMC/HPC
13. Ensure personal mandatory training is updated.

## **RESEARCH/GOVERNANCE:**

1. Promote clinical excellence through initiating/participating in setting, maintaining and monitoring standards of care with the clinical governance framework and take part in audit and bench marking activities.
2. Organise the co-ordination of Clinical Governance and Risk Management within the department and in conjunction with the Consultant Risk Lead, ensuring feedback to the specialty and DMT
3. To document and report all untoward incidents/events and ensure compliance for other staff.
4. Develop robust systems for dealing with departmental complaints and clinical/nonclinical incident reporting, ensuring plans are formulated and actioned and providing feedback to appropriate groups e.g., Clinical Governance, and Risk etc.
5. Facilitate the development and evaluation of quality improvement initiatives, setting achievable objectives within the department.

6. Review national evidence relating to specialty, localise and disseminate to staff groups.
7. Undertake data collection, data analysis, audits and benchmarking activities, ensuring that the results of these lead to appropriate action being taken by the multi-disciplinary team to improve care provision.
8. Participate in a model of Clinical Supervision.
9. Lead/participate in research opportunities (including clinical trials) within the department, lead in the implementation of any appropriate research findings in agreement with GMT.

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### **CONFIDENTIALITY:**

- The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

### **HEALTH AND SAFETY:**

- Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.
- If you are a manager, you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

### **RISK MANAGEMENT:**

- All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### **EQUAL OPPORTUNITIES:**

- The Trust has a clear commitment to its equal opportunities policy, and it is the duty of every employee to comply with the detail and spirit of the policy.

### **CONFLICT OF INTEREST:**

- The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

#### **USE OF INFORMATION TECHNOLOGY:**

- To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post.

#### **SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS:**

- Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

#### **INFECTION CONTROL:**

- The Trust is committed to reducing the risk of health care acquired infection. Accordingly, it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

#### **SMOKING:**

- This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

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The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

*I agree that this Job Description is an accurate reflection of my current role and responsibilities.*

Name: .....

Signature: .....

Date: .....