

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff met the demands of the Covid-19 pandemic, and we are working hard to reduce waiting lists for planned care.

As an organisation, we've made significant improvements for patients and staff. Our most recent full Care Quality Commission (CQC) inspection (in February 2020, found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change through our clinical strategy, "Caring for our local communities". Our priority is to be a community focused provider of consistently high-quality local and acute care. We are working with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce is reflective of the local communities we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity to join us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

Our vision is



To be exceptional. In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

Respect, Compassion and Inclusion

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



Being accountable
over staying
comfortable



Listening
over always
knowing best



**Succeeding
together**
over achieving alone

JOB DESCRIPTION

JOB TITLE: Staff Nurse

BAND: 6

RESPONSIBLE TO: Senior Nurse, Children's Inpatient Ward

ACCOUNTABLE TO: Head of Nursing Children's Services

JOB SUMMARY:

1. To provide high quality, effective, individualised care to all children, by assessing care needs and developing, implementing and evaluating them without supervision.
2. To assist the Clinical Nurse Manager and/or Matron in leading the nursing team and deputise in their absence.
3. To monitor standards of nursing care and take appropriate action to maintain and improve them.
4. To utilise a variety of strategies to communicate effectively with children, families, the multi-disciplinary team, other departments within the trust and pertinent agencies outside the organisation.
5. To respond to children's and families' concerns as they arise and take remedial action as required.
6. To act as a mentor, teaching and supervising junior staff including student nurses and health care support workers.

KEY RESULT AREA

Clinical Responsibilities

1. Act as a clinical leader and role model for the nursing team, setting standards and expectations of quality of care and developing techniques to ensure a client orientated service.
2. Carry out planned care for a group of children without direct supervision.
3. Ensure the assessment, planning, implementation and evaluation of evidence based, individualised patient care.
4. Supervise programmes of care given by junior staff and students.

5. Ensure the legibility and accuracy of documentation, in such a manner that enables the information to be effectively handed over to other staff.
6. Have responsibility for the correct administration and custody of medicines according to local and Trust policy.
7. Ensure registered nurses monitor children's progress, work towards safe and timely discharge plans and ensure barriers to discharge are identified and acted on appropriately.
8. Deal with concerns raised by children and families in a proactive manner and take remedial action as necessary, as per Trust policy, informing the Clinical Nurse Manager and/or Modern Matron.
9. To maintain accurate records and prepare accurate statements concerning accidents, clinical incidents and complaints, as required by the Clinical Nurse Manager and/or Modern Matron.
10. Work with the Clinical Nurse Manager and/or Matron to ensure adherence to all official recommendations, guidelines and regulations relating to child protection.
11. Identify and refer children in need/at risk as per Child Protection guidelines and procedures.
12. Maintain competency in advanced resuscitation skills by successful completion of a recognised course (PILS/APLS).

Managerial Responsibilities

1. Be responsible for the daily management of the ward/department, in the absence of the Clinical Nurse Manager and/or Matron.
2. Plan, organise and deploy staff according to ability and workload in order to meet the children's needs. This will include anticipating problems where they may exist and to inform the Clinical Nurse Manager and/or Modern Matron of the day of any changes in staff requirements as may result from changes in patient dependency, in the event of insufficient manpower being available.
3. Ensure that nursing practices comply with local and Trust policies and procedures.
4. Communicate effectively at all times and maintain a harmonious working environment.
5. Assist in organising regular ward/department meetings and attend unit and other meetings as and when appropriate. Ensure effective communication is developed via team briefing or other methods to enable staff to fulfil their proper functions.

6. Maintain a safe and healthy environment.
7. Assist the Clinical Nurse Manager and/or Matron in compiling duty rotas and be responsible for arranging adequate staff cover.
8. Assist the Clinical Nurse Manager and/or Matron in the monitoring of sickness and absence levels.
9. With the Clinical Nurse Manager and/or Modern Matron participate in the selection and recruitment of junior staff.
10. Assist in ensuring the availability of resources for patient care.
11. Ensure equipment is in good working order and report appropriately when defective.
12. Support the Clinical Nurse Manager and/or Matron and exercise leadership by example. To be aware of the effect of change amongst all staff and the importance of ensuring that any change in clinical or managerial policy is effectively communicated to all staff.
13. Actively participate in nursing research, ensuring that appropriate, relevant and valid research findings are incorporated in clinical practice.
14. Participate in the implementation of continuous quality improvements within the ward/department, in line with Trust policies, commissioners' specifications and the NHS Plan and NSF for Children.
15. Lead the implementation of nursing audit on the ward/department and facilitate the development of multi-disciplinary audit within the directorate.
16. Ensure competence in information technology skills, relevant to ward/department.
17. Ensure the economical use of resources.
18. Carry the crash bleep when required, responding to emergency calls within the unit.
19. Promote and develop the philosophy of child and family centred care within the ward/department, ensuring that nursing staff are responsible to the needs of the individual children and their families.
20. Be proficient in relevant I.T. skills.

Education, Training and Personal Development

1. Participate in the education of the child and family regarding aspects of care and promotion of health and the prevention of illness.
2. Assist in the annual appraisal process and ensure all staff have an individual performance review and a personal development plan in place as delegated by and in consultation with the Clinical Nurse Manager and/or Matron.
3. Assist the Clinical Nurse Manager and/or Matron in orientating all new staff and students to the ward/department.
4. Provide teaching and development to the nursing team and students, assisting them to achieve their learning outcomes.
5. Act as a role model, mentor and preceptor to the nursing team.
6. Provide evidence based Health Education/Health Promotion to children and their carers.

Professional Responsibilities

- 1) To keep up to date with current developments in nursing and ensure evidence based practice.
- 2) Maintain personal records of continuing professional development.
- 3) Contribute to the delivery of the trust's Nursing Strategy.
- 4) To act in accordance with NMC Code of Professional Conduct.
- 5) Ensure confidentiality at all times, only relating confidential information obtained to those acting in an official capacity.
- 6) To be aware of and take appropriate action in regard to cardiac arrest, fire and major incident.
- 7) Understand your role and responsibilities in Safeguarding Children; identifying and referring children and families in need / at risk.

KSF:

Core Dimensions:

Communication: level 3

Personal and people development: level 3

Health, safety and security: level 2

Service improvement: level 2

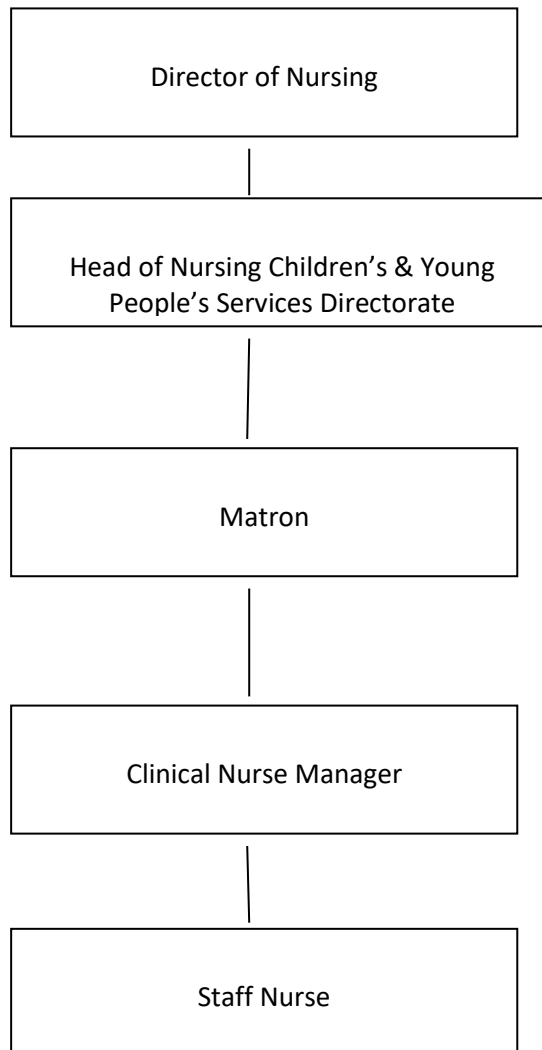
Quality: level 3

Equality and diversity: level 3

SPECIFIC DIMENSIONS

HWB 3: Level 2; HWB 4: level 2; HWB 5: level 3; HWB 6: level 3; HWB 7: level 3
HWB 8: Level1; IK1: level 2; G1: level 2; G6: level 2.

STRUCTURE



General Information

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 the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

Data Protection Act

All staff who contribute to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Code of Confidentiality Policy.

All staff have an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

Systems and IT skills requirements

All Trust staff need to have the essential IT skills in order to use the Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers through out the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for brining these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding Children

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>RSCN or RN Child</p> <p>PILS provider</p> <p>Functioning at minimum diploma level.</p> <p>Mentorship level 5/6 or applied for.</p> <p>High Dependency module or equivalent level of experience.</p>	<p>Functioning at degree level.</p>
Experience	<p>Good written & verbal communication skills.</p> <p>Ability to document legibly and precisely</p> <p>Significant experience at band 5 or above.</p> <p>Interest & experience in teaching.</p> <p>Acute Children's ward experience.</p>	<p>Significant experience of working with children and family.</p> <p>Competent in IV drug administration.</p> <p>Experience in managing the ward on a regular basis.</p>
Knowledge	<p>Family centred focus</p> <p>Able to interact well with multidisciplinary team and Patients/relatives</p> <p>Evidence of recent continuing professional development</p> <p>IV competent.</p>	<p>Computer literacy</p>
Personal Qualities	<p>Motivated with a mature attitude</p> <p>Flexible to change</p> <p>Neat and tidy appearance</p> <p>Demonstrates dynamic personal and professional attributes.</p> <p>Good attendance record</p>	

	<p>Able to work full internal rotation and all shifts</p> <p>Good sickness Record</p>	
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GA/August2013